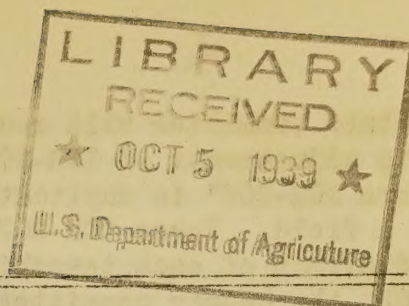


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N755
NCR-State 401 (Part I)



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1940 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

Instructions for State Committees, Their Representatives,
and County Committees Relative to a Review and Possible
Adjustment of the Relationship of NCR-203 Indications by
Townships.

This Part I of NCR-State 401 outlines a procedure to be used only in counties in which an adjustment in township relationships of the NCR-203 total soil-depleting indication, is determined by the State committee to be desirable. This procedure relates to a problem which must be given careful consideration by each State committee in order that existing inequities may be corrected.

SECTION I. STATE OFFICE INSTRUCTIONS

The procedure contained herein is for the purpose of securing a review and adjustment of NCR-203 indicated soil-depleting acreages if an adjustment is determined to be necessary in order to establish equitable relationships between townships as provided in NCR-410.

The State committee, statistician and fieldmen should have a thorough knowledge of the instructions contained in NCR-210 and NCR-310 concerning the establishment of NCR-203 indicated total soil-depleting acreages for the 1938 and 1939 Farm Programs. They also should be thoroughly familiar with instructions set forth in NCR-202 and supplements thereto for the completion of form NCR-203.

Upon receipt of these instructions the State committee, assisted by the statistician and fieldmen, will select those counties in which inequitable relationships may exist between the townships with respect to the NCR-203 indicated total soil-depleting acreage. The instructions which follow will be applied in all such counties. However, the State committee may determine that the following procedure should be applied to all counties in the State.

A. Completion of "County Form NCR-203."

The State committee will request counties, which they have determined to need township adjustments of NCR-203 total soil-depleting acreage, to complete a "County Form NCR-203" in duplicate, considering all the cropland within each township as a field. Forms NCR-203 will be completed by each county committeeman and by the chairman of each township committee. When completing these individual forms NCR-203, the county committeemen and township chairmen will appraise the cropland acreage of the townships on the basis of topography, erosion, inherent productivity and present productivity. In appraising each township as a field the physical characteristics of only the cropland should be considered. A representative of the State committee shall assist each such county with this work.

A clerical assistant in the county office should prepare a sufficient number of forms NCR-203 so that each county committeeman and each township chairman will have a copy, by entering the name of the State and county in the upper right-hand corner, the names of the townships in column (1) and the acres of cropland in the respective townships in column (3). The cropland acreage shall be taken from column (5) or (6) of NCR-309 Summary.

Each committeeman will appraise all the townships within the county according to instructions in NCR-202 and supplements thereto. Supplement No. 9 may be used for this purpose. They will enter the appropriate descriptive word and appropriate weight for the physical characteristics of each township in columns (4), (5), (6), and (7) of the form NCR-203 and will sign in the space provided and enter the name of his home township immediately below.

If the individual forms NCR-203 cannot be executed properly in the county office by the county committeemen and township chairmen, by application of their knowledge of the physical characteristics of each township, a tour of the county shall be made by all committeemen and township chairmen in order to complete the forms NCR-203.

Upon completion of each individual committeeman's form NCR-203, data from the township chairmen's forms NCR-203 will be summarized on one form NCR-203 labelled, "Township Chairman County Form NCR-203" as follows:

1. Enter the name of the State and county in the upper right-hand corner.
2. Enter in column (1) the name of the townships.
3. Enter in column (3) the acreage of cropland.
4. Enter in column (4) rounded to one decimal, the simple average of all the township chairmen's appraised weights concerning "Slope" in the township.
5. Enter in column (5) rounded to one decimal, the simple average of all the township chairmen's appraised weights concerning "Degree of Erosion" in the township.

6. Enter in column (6) rounded to one decimal, the simple average of all the township chairmen's appraised weights concerning "Inherent Productivity" in the township.
7. Enter in column (7) rounded to one decimal, the simple average of all the township chairmen's appraised weights concerning "Present Productivity" in the township.
8. Enter in column (8) preceded by a decimal point, the sum of the respective weights entered in columns (4), (5), (6), and (7) for each township.
9. Enter in column (9), rounded to whole numbers, the result obtained by multiplying each entry in column (8) by the respective entry in column (3). This will be the indicated total soil-depleting acreage for each township, as scored by all the township chairmen.
10. Obtain county totals of columns (3) and (9).
11. Obtain a county ratio of soil-depleting acreage to cropland by dividing the county total of column (9) by the county total of column (3) and enter such ratio on the total line of column (8), rounded to three decimals.

In order to compare the work of the township chairmen with that of the members of the county committee, it will be necessary to summarize separately the forms NCR-203 completed by the members of the county committee. Clerical assistants shall prepare a form NCR-203 labelled "County Committee County Form NCR-203" in the same manner as they prepared the "Township Chairmen County Form NCR-203" and enter the necessary data in columns (1), (3), (4), (5), (6), (7), (8), and (9).

The county committee shall forward to the State office original copies of; (1) the individual original forms NCR-203 completed by each member of the county committee and by each township chairman, (2) "Township Chairmen County Form NCR-203", (3) "County Committee Form NCR-203". The county committee shall forward any recommendations or comments which they may wish to offer in connection with these forms.

SECTION II - PREPARATION OF TABLE I OF NCR STATE 401 (PART I)

The State office shall prepare a form with column headings similar to Table I (a copy of which is attached), in counties where it has been determined by the State Committee to be advisable to review the township relationships of the NCR-203 total soil-depleting indication.

A. Instructions for entering data in columns (1) to 11, inclusive, of Table I:

Column 1.--Enter the name of the township.

Column 2.--Enter the township total cropland acreage which will be taken from column (3) of "County Form NCR-203" for the respective townships.

Column 3.--Enter the township 1936-37 average adjusted history acreage which will be obtained from column (8) of NCR-309 Summary.

Column 4.--Enter the result obtained by multiplying the respective entry in column (3) by a factor obtained by dividing the entry shown in the total line of column (10) of NCR-309 Summary, by the acreage entered in the total line of column (3) and round to six decimal places. Enter the factor thus obtained in the heading of column (4).

Column (5).--Enter the township indicated NCR-203 total soil-depleting acreage which will be obtained from column (10) of NCR-309 Summary.

Column 6.--Enter the township indicated total soil-depleting acreage from column (9) of "County Form NCR-203," using either the township chairman form NCR-203 or the county committee form NCR-203, or an average of both, whichever is determined most applicable by the State committee.

Column 7.--Enter the result obtained by multiplying each entry in column (2) by a factor derived as follows:

- a. Obtain a ratio by dividing the entry in the total line of column (5) by the entry in the total line of column (2). This ratio will be rounded to six decimal places.
- b. Obtain a ratio by dividing the entry in the total line of column (6) by the entry in the total line of column (2). This ratio will be rounded to six decimal places.

The difference between these two ratios is the adjustment factor to be used in determining the entries in column (7) and will be entered in the heading of column (7).

If the entry in the total line of column (5) is greater than the entry in the total line of column (6) the factor in the heading of column (7) will be preceded by the sign plus.

If the entry in the total line of column (5) is smaller than the entry in the total line of column (6), the factor entered in the heading of column (7) will be preceded by the sign minus.

The results obtained from each of the steps (a) and (b) above, and the difference between (a) and (b) shall be entered in the appropriate space at the bottom of Table I.

Column 3.--Enter the result obtained by adding the entry in column (7) to the respective entry in column (6), if the factor entered in the heading of column (7) is preceded by a plus sign. Enter the result obtained by subtracting the entry in column (7) from the respective entry in column (6), if the factor entered in the heading of column (7) is preceded by a minus sign. All entries will be rounded to the nearest whole number.

Column 9.--Enter the result, rounded to three decimal places, obtained by dividing the entry in column (4) by the respective entry in column (2).

Column 10.--Enter the result, rounded to three decimal places, obtained by dividing the entry in column (5) by the respective entry in column (2).

Column 11.--Enter the result, rounded to three decimal places, obtained by dividing the entry in column (8) by the respective entry in column (2).

B. State office determinations.

When columns (1) to (11), inclusive, are completed, the State committee will review the data for the different townships of each county. The indicated NCR-203 total soil-depleting ratio in column (10) for the different townships should be reviewed and compared with the respective entries in columns (9) and (11).

In those counties where it appears that the total soil-depleting ratio for each township as entered in column (10) is equitable, no request will be made of the county committee for adjustment in such ratio but the form will be submitted to the county committee by a representative of the State committee for their approval. If, after a review of the data, no further adjustment is recommended by the county committee, the chairman of the county committee, an additional member of the county committee, and a representative of the State committee will enter the date and will sign in the appropriate space on the bottom of such form. In this case the original copy of such form will be forwarded to the State office and the second copy will remain in the county office. However, if, in the opinion of the county committee, an adjustment in the relationship of the indicated NCR-203 total soil-depleting ratio entered in column (10) for the different townships is advisable, Table I will be completed in accordance with instructions under Section II.

In those counties wherein it is determined by the State committee that the total soil-depleting ratio for each township entered in column (10) is inequitable, the county committee will be requested to complete Table I, with the assistance of a representative of the State committee in the county office.

SECTION III. INSTRUCTIONS FOR COMPLETING TABLE I IN THE COUNTY OFFICE

A representative of the State committee will review the entries in columns (1) to (11), inclusive, with the county committee. The ratios entered in columns (9), (10), and (11) should be given careful consideration by the county committee taking into consideration all the factors used in the establishment of township NCR-203 indicated total soil-depleting acreages.

A thorough knowledge of adjustments made in previous programs in the 1936-37 average history for participation and adjusted indicated NCR-203 total soil-depleting acreages for appraisal bias will be very useful in determining whether equitable relationships exist between townships "NCR-203 indicated total soil-depleting ratio." In counties in which uniform participation was obtained in such years, if certain townships were given excessive adjustments for participation whereas other townships were given little or no adjustment, such townships would not be on a comparable basis

A. Instructions for columns (12) to (17), inclusive.

Column 12.--Enter the county committee recommended total soil-depleting ratio for each of the townships.

In most instances it will be expected that the entry in column (12) will be the same as in column (11), unless the committee has definite reason to believe the county form NCR-203, executed as instructed above, is not truly representative of actual township relationships. Before making the entries in column (12), however, the county committee should give consideration to the entries in columns (9) and (10) as well, and if significant differences appear between the respective entries in columns (9), (10), and (11) the reason for these differences should be determined before the appropriate entry for column (12) is decided upon. Reference should be made to soil survey maps in counties where such maps are available. In completing column (12), the representative of the State committee should be present to assist the county committee and approve their work.

Column 13.--Enter the derived NCR-203 soil-depleting indication obtained by multiplying the entry in column (12) by the respective entry in column (2) for each township.

Column 14.--Enter the result obtained by multiplying each entry in column (2) by a factor derived as follows:

- a. Obtain a ratio by dividing the entry in the total line of column (5) by the entry in the total line of column (2). This ratio will be rounded to six decimal places.
- b. Obtain a ratio by dividing the entry in the total line of column (13) by the entry in the total line of column (2). This ratio will be rounded to six decimal places.

The difference between these two ratios rounded to six decimal places is the adjustment factor to be used in determining the entries in column (14) and will be entered in the heading of column (14).

If the entry in the total line of column (5) is greater than the entry in the total line of column (13) the factor in the heading of column (14) will be preceded by a plus sign.

If the entry in the total line of column (5) is smaller than the entry in the total line of column (13), the factor entered in the heading of column (14) will be preceded by a minus sign.

The results obtained from (a) and (b) above and the difference between (a) and (b) shall be entered in the appropriate space at the bottom of Table I.

Column 15.--Enter the result obtained by adding the entry in column (14) to the respective entry in column (13), if the factor entered in the heading of column (14) is preceded by a plus sign. Enter the result obtained by subtracting the entry in column (14) from the respective entry in column (13), if the factor entered in the heading of column (14) is preceded by a minus sign. All entries will be rounded to the nearest whole number.

Column 16.--Enter the result, rounded to three decimals, obtained by dividing the entry in column (15) by the respective entry in column (2) for each township.

Column 17.--Enter the result obtained by subtracting the smaller figure from the larger figure entered in columns (10) and (16). If the entry in column (10) is greater than the respective entry in column (16) this entry will be preceded by a minus sign. If the entry in column (10) is smaller than the respective entry in column (16) this entry will be preceded by the plus sign. Caution should be taken to determine that the appropriate plus or minus sign is entered preceding the respective ratio difference.

Upon completion of columns (12) to (17), inclusive, in the county office, the chairman of the county committee, a member of the county committee, and a representative of the State committee will enter the date and their signatures in the appropriate space in the bottom of Table I.

Both copies of Table I will be forwarded to the State committee for their consideration, the second copy will be returned to the county office when approved by the State committee.

B. Adjustment of NCR-203 Indications on NCR-309, Part I.

State committee approved township factors determined in column (17) of Table I shall be used in the county office for adjustment of individual NCR-203 indicated total soil-depleting acreages for the different townships. This adjustment will be completed in two adjacent available blank columns of form NCR-309, Part I. If such blank columns are not available, columns may be provided by attaching a strip to the listing sheets. Enter in the heading of the first blank column of NCR-309, Part I, the approved NCR-203 adjustment factor for the respective township, which is obtained from column (17) of Table I. In transferring this adjustment factor, caution should be taken to see that the factor entered is preceded by the correct plus or minus sign.

Enter in the first blank column on Form NCR-309, Part I, the result obtained by multiplying the cropland acreage in column (5) or (6), whichever is applicable, of NCR-309, Part I, for each farm by the factor in the heading of the column. In all cases the farm cropland acreage should be corrected, if necessary, before applying this factor. This operation should be checked for error by applying the factor to the total cropland acreage of the township and comparing the result with the total of this column.

Enter in the heading of the second blank column of form NCR-309, Part I, "Adjusted NCR-203 Indicated Total Soil-Depleting Acreage." Enter in this column the NCR-203 total soil-depleting indicated acreage for each farm. This entry will be the algebraic sum of the entry in the first blank column and the respective entry in column (10).

If the township factor entered in the first blank column is preceded by a minus sign, the adjusted NCR-203 indicated total soil-depleting acreage will be obtained by subtracting the entry in the first blank column from the respective entry in column (10). If the township factor entered in the first blank column is preceded by a plus sign, the adjusted NCR-203 indicated total soil-depleting acreage will be obtained by adding the entry in the first blank column to the respective entry in column (10).

NCR-203 ADJUSTMENT FACTORS

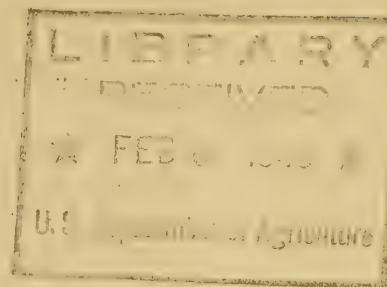
07-11011

Factor for Col. 7	Factor for Col. 14
$\frac{\text{Total Col. 5}}{\text{a. Total Col. 2}}$	$\frac{\text{Total Col. 5}}{\text{a. Total Col. 2}}$
$\frac{\text{Total Col. 6}}{\text{b. Total Col. 2}} =$	$\frac{\text{Total Col. 13}}{\text{b. Total Col. 2}} =$

Representative of State Committee

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1940 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION



Instructions to State committees and their Representatives
for Assisting County Committees in Determining 1940 Acreage
Allotments, Productivity Indexes, and Normal Yields and for
Making a Thorough Check of 1940 Listing Sheets in County
Offices

GENERAL INSTRUCTIONS

Representatives of the State committee will visit county offices for the purpose of assisting county committees and clerical personnel in the work of determining 1940 farm acreage allotments, productivity indexes, and normal yields. The responsibility of representatives of the State committee will be to assist counties in the preliminary work of correcting and adjusting data to be used in establishing farm acreage allotments and other determinations, to assist and advise counties during the time data are being listed on 1940 listing sheets and to make a thorough check of 1940 listing sheets in county offices.

The farmer fieldmen will be charged with the responsibility of determining that county listing sheets are correct and completed in accordance with the applicable procedure. The State committee will furnish farmer fieldmen with necessary trained assistants to make a thorough examination of all listing sheets in county offices. Before acreage allotments, productivity indexes, and normal yields may be released to farmers the farmer fieldman must indicate his approval of the listing sheets by initialing the county summaries. Farmer fieldmen will also check the appeals received by the county committee in accordance with the instructions set forth in the appeals procedure.

The State committee shall hold discussion meetings with farmer fieldmen and statisticians for the purpose of developing uniformity in their interpretations of the instructions set forth in NCR-State 401, Part I, NCR-410, related instructions, and the forms used in determining allotments, productivity indexes, and normal yields. Interpretations of instructions should not vary among fieldmen's districts on such controversial points as the definition of cropland, handling of strikeovers, and interpretations concerning community and county committees' judgment in adjusting data used in determining acreage allotments. The work of determining allotments and yields will be

greatly facilitated if uniformity in all procedure is maintained between the districts within States in which different representatives are assisting county committees.

It will be the duty of State committees to maintain uniformity in the work and the instructions among its representatives who are working with county committees. Since a thorough check of listing sheets will be made in the county office, it is very important that the work in the county offices be correct and the assistance of the State committee be of a uniform nature.

The representative of the State committee should review an adequate sample of all basic data which were entered on 1940 listing sheets. In counties where aerial measurements have recently become available, determine that the basic data for establishing 1940 allotments reflect changes in cropland, history, and NCR-203 indications which result from aerial measurements.

An examination shall be made of supplementary listing sheets for reconstituted farm data. In reviewing data for reconstituted farms, a representative of the State committee will follow the applicable instructions set forth in NCR-410, General Instructions. The representative of the State committee will examine plat maps to ascertain whether all farms have been properly listed. He shall also examine decimal fractions on supplemental listing sheets to determine whether the 1940 rule for rounding has been correctly followed.

The check of listing sheets in the county offices will be made in two steps. Listing sheets will be checked as indicated in instructions set forth in Section 1 herein, after community and county committees have reviewed the data for determining farm allotments and entered their recommended adjustments. The final check will be made in accordance with instructions set forth in Section (2) after the listing sheets have been completed and before notices of 1940 allotments, productivity indexes, and normal yields are issued to farmers.

Listing sheets may be approved by the representative of the State committee when his examination proves that (1) the sources of the data used are correct; (2) the transfer of basic data are accurate; (3) the applicable instructions were correctly followed; (4) all arithmetical methods set forth in the procedure were correctly followed and are accurate; and (5) the county acreage allotments, productivity indexes, and normal check yields have not been exceeded. If the representative of the State committee does not approve the county listing sheets, he shall instruct the county committee and clerical assistants with respect to the necessary correction of any errors and will return to the county to reexamine the listing sheets as soon as the applicable corrections have been made. The representative of the State committee may request the State committee to make a thorough check of listing sheets in the State office prior to the release of farm acreage allotments for counties in which the type of work shows that a considerable amount of errors were made.

Wherever in the following instructions the application of any factor is checked by multiplying such factor by the page total of the column factored, the result must not differ by an amount in excess of 0.05 for each farm represented in the page total. For example, in checking the entries in column (14) of NCR-409, the page total of column (13) multiplied by the factor at the head of column (14) must not differ by more than 2.5 acres for a page which contains the data for 50 farms. If page totals do not check within this tolerance it will be necessary to check the individual items and correct the error.

SECTION 1. INITIAL CHECK OF LISTING SHEETS

A. Regular Listing Sheets

Regular listing sheets will be checked after entries have been made in columns (1) to (14), inclusive, and columns (26) to (32), inclusive. The entries in the remaining columns on regular listing sheets together with the county summaries of 1940 listing sheets will receive a final check after such listing sheets have been completed.

1. Spot check the identities of the farms listed on NCR-409 to determine that such farms have been listed in accordance with the farm identity as specified in NCR-410.
2. Spot check the transfer of data to form NCR-409, the accuracy of the forms from which the data were obtained, and the work of each clerk in transferring data to NCR-409.
3. Compare farm land and cropland acreage entries in columns (5) and (6). This check should be especially close where the cropland acreage has been adjusted upward in column (7).
4. Compare the total soil-depleting acreage history in column (10) to determine that such history for any farm does not exceed the acreage of cropland for the farm.
5. Check the addition of columns (5), (10), (11), (12), (13), (14), (28), (29), (31), and (32). In counties in which corn areas have been designated, check the addition of area subtotals in the applicable columns.
6. Check the accuracy of all area, township, and county factors in columns (11), (14), (29), and (31). In checking these factors, the applicable instructions set forth in NCR-410 will be followed.

7. Check the application of the factors at the heads of columns (14) and (31) by multiplying the page totals of columns (13) and (12), respectively, by the factors at the heads of columns (14) and (31). If the page totals of columns (14) and (31) do not agree with the page totals of columns (13) and (12) multiplied by the respective factors, check the individual entries and correct the error. In counties in which corn areas are designated the entries in column (31) must be checked individually.
8. Check the entries in columns (11) and (29). Determine that such entries are within the respective limits for the farm as derived in accordance with the instructions set forth in NCR-410. The representative of the State committee will carefully review the recorded reasons for each of the entries in columns (11) and (29) to determine that such reasons adequately justify the adjusted histories. The county committee should be asked to reconsider adjusted histories for farms for which inadequate justifications are given as the reason for the strikeovers.
9. Encircle in red the entries in columns (12) and (31) for each farm for which unstricken zero entries are entered in columns (10) and (28), respectively. Obtain page totals of columns (12) and (31), respectively, excluding the encircled entries and enter such totals in red at the bottom of each sheet. Determine that any unstricken zero entries in columns (10) and (28) are carried over to columns (13) and (32), respectively, as zero.
10. Check the average of page totals of columns (10) and (12) entered in red at the bottom of the sheet. In determining the page total of column (10), where an entry in column (10) has been stricken, the corresponding entry in column (11) shall be used. This average should agree with the page total of column (13). If this average does not agree with the page total of column (13) by an amount which can be accounted for by rounding, check the addition of the page total of column (13). If the correct page total of column (13) does not check with the page average of columns (10) and (12), check the individual entries in column (13) and make the necessary corrections.
11. Check the average of page totals of columns (28) and (31) entered in red at the bottom of the sheet. In determining the page total of column (28) where an entry in column (28) has been stricken, the corresponding entry in column (29) shall be used. This average should agree with the page total of column (32). If this average does not agree with the page total of column (32) by an amount which can be accounted for by rounding, check the addition of the page total of column (32). If the correct page total

of column (32) does not check with the page average of columns (28) and (31), check the individual entries in column (32) and make the necessary corrections.

B. Potato Listing Sheets

In counties in which a substantial number of potato growers will not grow potatoes on the same farms in 1940 as in 1939, the farmer fieldman with the approval of the State committee may authorize the county committee to hold a sufficient reserve potato acreage allotment to be allocated to farmers when their plans for growing potatoes in 1940 are known but in any event not later than February 29, 1940. In such counties the final check of potato listing sheets will be made when all potato acreage allotments have been determined and before such allotments are issued to farmers.

1. Spot check the identity of the farms for which potato data are listed to determine that the 1940 farm numbers listed in column (1) represent identical farms for which such farm numbers are listed on forms NCR-409, Regular Listing Sheets.
2. Spot check the transfer of data to form NCR-409P, the accuracy of the forms from which the data were obtained, and the work of each clerk in transferring data to form NCR-409P.
3. Examine the community and county committees' recommended potato acreage allotments entered in columns (9) and (10), respectively. The representative of the State committee should compare the entries in columns (9) and (10) with the corresponding entries in column (8) and determine if, on the basis of the instructions set forth in NCR-410P, the recommended potato allotments in columns (9) and (10) are reasonable.
4. Check the addition of columns (8), (10), and (11).
5. Check the county factor entered at the head of column (11) and the application of such factor by multiplying the page total of column (10) by the factor at the head of column (11). This result should agree with the page total of column (11).
6. Determine that the sum of the entries in column (11) does not exceed the county potato acreage allotment.

C. Regular Tobacco Listing Sheets

1. Spot check the identity of the farms for which tobacco data are listed to determine that the 1940 farm numbers listed in column (1) represent farms for which such

numbers are listed on forms NCR-409, Regular Listing Sheets.

2. Spot check the transfer of data to form NCR-409T, Tobacco Listing Sheets, the accuracy of the forms from which the data were obtained and the work of each clerk in transferring the data to NCR-409T.
3. Check the usual tobacco acreage in column (8) for each farm by multiplying the entry in column (6) by the applicable factor.
4. Check the amount of adjustment in the usual tobacco acreage for the farm entered in column (9) by following the applicable instructions set forth in NCR-410T.
5. Determine that the entries in column (10) are correct. If a dash is entered in column (9) the entry for column (10) should be the corresponding entry in column (8). If the entry in column (9) is preceded by a minus sign, the entry for column (10) should be the difference between the entries in columns (8) and (9) and if the entry in column (9) is preceded by a plus sign, the entry in column (10) should be the sum of the entries in columns (8) and (9).
6. The representative of the State committee will check the entries in column (11) for reasonableness and to determine that the entries in column (11) have been adjusted within the proper limits specified in NCR-410T and that the county total of column (11) does not exceed the county total of column (10) unless otherwise approved by the State committee.
7. Check the county totals of columns (6), (7), (8), (10), and (11).

D. New Farm Tobacco Listing Sheets

1. The representative of the State committee will review forms 40-Tobacco-15 to determine that such forms have been properly completed and that the county and community committees recommended normal acreage in Section VII are in accordance with the instructions set forth in Section (2) of NCR-410T.
2. Spot check the transfer of the normal tobacco acreage from form 40-Tobacco-15, Section VII to NCR-409T, column (11).
3. Check the addition of the county total of column (11).

E. Restoration Land Goals

In counties having restoration land goals, the restoration land data entered in columns (46) to (51), inclusive, on NCR-409 should be checked before the data listed on NCR-409, columns (1) to (14), inclusive, are checked.

1. Obtain page totals of columns (46), (47), and (49). Subtract the page total of column (47) from the page total of column (46) and compare the result with the page total of column (49). If the difference between the page totals of columns (46) and (47) do not agree with the page total of column (49), check the individual entries and correct the error.
2. The representative of the State committee should review the entries in column (50) to determine that such entries represent reasonable restoration land goals for each farm.
3. Check the county total of column (50). If the county total of column (50) is less than the county restoration land goal and is not within the limits approved by the State committee, the representative of the State committee will request county committees to designate additional restoration land goals or request approval from the State committee for a smaller restoration land goal.
4. Spot check the computations entered in column (51) to determine that such entries are correct and are preceded by appropriate minus and plus signs.
5. Spot check the entries in column (7) to determine that the cropland acreage for the farm has been correctly determined through the application of the entry for the farm listed in column (51).
6. Spot check the entries in column (12) to determine that the NCR-203 indications for farms having restoration land goals have been adjusted in accordance with the instructions set forth in NCR-410L.

F. Range Combination Area, Regular Listing Sheets, Columns (27) to (35), Inclusive

1. The representative of the State committee will check the county totals of columns (27) and (29). The sum of the county totals of columns (6) or (7), plus column (27), plus column (29) plus column (50) should equal the county total of column (5).

2. The representative of the State committee should review an adequate sample of the entries in columns (27), (28), (29), and (50) to determine if the entries in column (29) represent correct and reasonable acreages of noncrop open pasture land.
3. Spot check the entries in columns (31) and (32) to determine if such entries are comparable with the corresponding entry in column (30) for farms having an entry in column (30) and in line with such farms, for farms for which a dash is entered in column (30).
4. Check the entries in column (33) by dividing the page totals of column (29) by the page totals of column (32). This result should agree with the page totals of column (33) except for an amount which can be accounted for by the rounding of decimal fractions.
5. Check the factor entered in the head of column (34) by following the applicable instructions set forth in NCR-410, Supplement 1.
6. Check the entries in column (34) by multiplying the page total of the entries in column (33) by the factor entered at the head of column (34). This result should agree with the page total of column (34).
7. Check the entries in column (35) by dividing the page total of column (29) by the page total of column (34). This result should agree with the page total of column (35) except for an amount which can be accounted for by the rounding of decimal fractions.

Section 2. Final Check of Listing Sheets and County Summaries of Listing Sheets

After listing sheets have been completed a representative of the State committee will finish checking the listing sheets and check the county summary sheets. If the data on listing sheets are correct and have been completed in accordance with the applicable instructions, the farmer fieldman will approve the release to farmers of acreage allotments, productivity indexes, and normal yields and initial the county summary sheets.

A. Potato Listing Sheets

1. Determine that all entries of less than 3.0 in column (11) have been stricken and the entry of 3.0 has been entered on the corresponding line in column (12).

2. Spot check the entries in column (17) by comparing such entries with corresponding entries in columns (15) and (16) to determine if reasonable potato yields have been recommended by the county committee.
3. Spot check the entries in column (18) by multiplying through a random sample of column (11) by column (17).
4. Check the factor entered at the head of column (19) by following the applicable instructions set forth in NCR-41OP.
5. Check the application of the factor entered at the head of column (19) by multiplying the page total of column (17) by the factor entered at the head of column (19). This result should agree with the page total of column (19).

B. Tobacco Listing Sheets

1. Check the factor which was applied to the entries in column (11) to derive entries for column (12) by following the applicable instructions set forth in NCR-41OT.
2. Check the application of the factor used to determine the adjusted normal tobacco history in column (12) by multiplying the page total of column (11) by the factor in column (12). This result should agree with the page total of column (12).
3. Verify the factor entered at the head of column (13) and check the application of this factor by multiplying the page total of column (12) by the factor entered at the head of column (13). This result should agree with the page total of column (13).
4. Check the entries in column (14) by following the applicable procedure set forth in NCR-41OT.
5. The representative of the State committee shall review an adequate sample of the entries in column (17) to determine if such entries are reasonable.
6. Spot check the entries in column (18) by multiplying through a random sample of the entries in column (13) by the corresponding entry in column (17). Check the addition of the county total of column (18).
7. Check the factor entered at the head of column (19) by following the applicable procedure set forth in NCR-41OT.

8. Check the entries in column (19) by multiplying the page total of column (17) by the factor entered at the head of column (19). This result should agree with the page total of column (19).
9. Spot check the entries in column (20) by multiplying through a random sample of the entries in column (13) by the corresponding entries in column (19). Check the addition of the county total of column (20).

C. New Farm Tobacco Listing Sheets

1. Check the entries in column (12) by multiplying the page total of the entries in column (11) by the factor obtained by dividing the State committee approved total normal acreage by the county total of column (11). This result should agree with the page total of column (12).
2. Verify the factor entered at the head of column (13) and check the application of such factor by multiplying the page total of column (12) by the factor entered at the head of column (13). This result should agree with the page total of column (13).
3. The representative of the State committee will review an adequate sample of the entries in column (17) to determine if such entries are reasonable.
4. Compare the factor entered at the head of column (19) with the factor which was applied to obtain the entries in column (19) for regular tobacco farms. Check the entries in column (19) by multiplying the page total of column (17) by the factor at the head of column (19). This result should agree with the page total of column (19).

D. Regular Listing Sheets

1. Examine the entries in columns (15) and (16) which are different from the corresponding entries in column (14) to determine that changes in columns (15) and (16) are justified in the reasons recorded by the county committee.
2. Examine the recommended productivity indexes entered in column (22) for reasonableness.
3. Spot check the extensions entered in column (23) by multiplying through a random sample of the entries entered in column (17) by the respective entries entered in column (22).

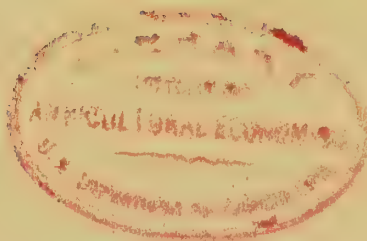
4. Check the factor entered at the head of column (24) in accordance with the instructions for obtaining such factor set forth in NCR-410.
5. Check the application of the factor entered at the head of column (24) by multiplying the page totals of column (22) by the factor entered at the head of column (24). This result should agree with the page total of column (24).
6. Check the factors entered at the heads of columns (33) and (40), respectively, in accordance with the instructions for obtaining such factors set forth in NCR-410.
7. Check the application of the factor entered at the head of column (33) by multiplying the page total of column (32) by the factor at the head of column (33). This result should agree with the page total of column (33).
8. Check the entries in column (34) to determine that the adjustments are within limits specified in NCR-410.
9. Examine the recommended corn yields entered in column (38) for reasonableness.
10. Spot check the extensions entered in column (39) by multiplying through a random sample of column (33) by the corresponding entry in column (38).
11. Check the application of the factor entered at the head of column (40) by multiplying the page total of column (38) by the factor entered at the head of column (40). This result should agree with the page totals of column (40).
12. Spot check the transfer of special soil-depleting acreage allotments and normal yields from the respective special listing sheets to columns (42) to (47), inclusive, of NCR-409. Check the entries in column (48) by adding the page total of columns (33) or (34), (42), (44), and (46), whichever are applicable. This result should agree with the page total of column (48).
13. Examine the entries in column (17) and determine that such entries are not larger than (1), 85 percent of the acreage of cropland for the farm and (2) the sum of the special soil-depleting allotments for the farm do not exceed the entry in column (17) for the farm.
14. Check the factor entered at the head of column (17) in accordance with the instructions for obtaining such factor as set forth in NCR-410. Check the entries in

column (17) by multiplying the page total of column (16) by the factor at the head of column (17). This result should agree with the page total of column (17).

15. Check the entries in column (18) in accordance with the applicable instructions set forth in NCR-410.

E. Checking County Summaries of Listing
Sheets

1. The farmer fieldman will check the county summary sheets for all listing sheets to determine that the summaries are complete and contain all of the data provided for in the instructions set forth in NCR-410, Supplement 2.
2. Check the transfer of all township totals to the county summary sheets.
3. Check the addition of all column totals on the summary sheets.
4. Determine that the county acreage allotments, productivity index and normal yields have not been exceeded.



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January 2, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1940 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

Instructions for Checking Listing Sheets and Approving
Acreage Allotments, Productivity Indexes, and Normal
Yields in the State Office

GENERAL INSTRUCTIONS

The 1940 listing sheets and county summaries of listing sheets will be sent to the State office for examination and approval by the State committee as soon as all appeals in the county office have been acted upon by the county committee.

It is anticipated that it will not be necessary to make as detailed an examination of listing sheets in the State office as in previous programs since a thorough check was made of data on listing sheets in county offices under the supervision of a representative of the State committee. The precautions taken to insure a thorough check of listing sheets before data were released to farmers should result in listing sheets being substantially correct when they are received in the State office.

The statistician will examine listing sheets in accordance with the instructions set forth in Sections 1 to 8 of this NCR-State 401, Part III and if the data on listing sheets are found to be accurate, recommend the approval of acreage allotments, productivity indexes, and normal yields by the State committee.

If the examination of listing sheets in the State office shows that there are considerable errors on listing sheets, the statistician will recommend to the State committee that such listing sheets be returned to the county and corrected, or checked in the State office in accordance with the instructions set forth in NCR-State 401, Part II, and corrections made on such listing sheets before they are recommended to the State committee for approval.

Listing sheets are to be checked in the order in which they are received from the county. Each set of listing sheets should be stamped with the date of its receipt in the State office and a letter acknowledging such receipt should be forwarded to the county immediately. This letter should show the number of listing sheets for each commodity which have been received.

After the date of receipt has been stamped on listing sheets, they will be examined for completeness and placed in order so that they will be examined in accordance with their priority. An examination of listing sheets shall be made immediately upon their receipt to determine that all listing sheets for all townships are included in the transmittal. In case there is any doubt that the transmittal of listing sheets is complete, the statistician will direct a letter to the county requesting that the remaining listing sheets be forwarded immediately. An examination will also be made to determine if listing sheets are acceptable for checking in the State office. In cases where this examination shows that there are a substantial number of errors on listing sheets, the statistician may recommend to the State committee that such listing sheets be returned to the county. However, in cases where it is found that there are a few errors such cases should be immediately referred to the county and corrected by correspondence.

The allotments, yields, and productivity indexes for a county may be approved by the State committee even though the sum of the farm allotments or the weighted average of the yields and productivity indexes vary slightly from the limits approved for the county provided the State allotments, check yields, and productivity index are not exceeded.

Any unused acreage allotment reserves which the State committee determines may be released at the time the listing sheets are approved, shall be factored in the State committee approved allotment columns. Any reference made in this procedure to the county allotment as it refers to the State committee approved columns shall mean the county allotment as issued plus any reserve available for release at the time the listing sheets are checked.

In checking the factors on the listing sheets agreement is required to the second decimal place between the factors derived in the State office and the factor used by the county. In making this comparison both factors should be rounded to the second decimal place. The rounding method to be followed is defined in NCR-410.

In the following instructions where the application of any factor is checked by multiplying such factor by the page total of the column factored, the result obtained in the county should not vary from the check result by an amount of not more than 0.05 times the number of farms represented in the page total. If pages totals do not agree with this tolerance, it will be necessary to check the individual items and correct the error. If there are 50 farms on a page the page tolerance will not be more than 2.5.

Wherever in the following check procedure the instructions provide for entering the State committee approved acreage allotments, productivity index, or normal check yields in the State committee approved columns the statistician, if in his opinion it is advisable, may label the column "same as column _____", followed by the initial of the clerk making such entry.

After the listing sheets have been checked and the State committee approved allotments, productivity indexes, and normal yields have been entered in the proper columns, ozalid copies should be made of listing sheets and the county summary sheets. The ozalid copies should be carefully examined to determine that all entries are legible. The ozalid or the original copies will be returned to the county office. The remaining set of listing sheets will then be sent to the Application for Payment Section where they will be filed. Only the originals of the county summary sheets will be retained in the statistical section files. Ozalid copies of all county summaries will be forwarded to the Washington office immediately after completion of such copies. Include with such summaries forwarded to the Washington office a report for the county of (1) the percentage of all farms for which entries are stricken in column (10); (2) the percentage of all farms for which entries in columns (15) and (16) differ from the respective entries in column (14); and (3) the percentage of all farms for which entries are stricken in column (28). These percentages rounded to one decimal place should be entered above the column headings of columns (10), (15), (16), and (28), respectively.

When listing sheets are returned to the county office the county committee should be instructed to renotify all farmers of downward revisions or corrections of acreage allotments. The county committee need not be instructed to renotify farmers if acreage allotments have been increased by not more than two percent. All notifications of changes shall be forwarded to the farmer on NCR-412 in accordance with the instructions set forth in NCR-413.

An individual notification need not be mailed to farmers in counties where a percentage increase or decrease has been made in yields or productivity indexes resulting from a uniform adjustment. However, a notice of such adjustments shall be published in a local newspaper.

Section 1. Check Procedure for Appeals Listing Sheets

The appeals listing sheets will be checked by following the applicable procedure set forth in NCR-410 and its supplements for the data for each farm listed on appeals listing sheets. The factors used on the appeals listing sheets should be the same as the factors used on the regular listing sheets. In checking the appeals listing sheets care should be taken that the data for farms marked "corrected" are reviewed for mechanical errors only.

After the appeals listing sheets have been checked the entries for each farm on such listing sheets which differ from corresponding entries on the regular listing sheets will be entered on regular listing sheets. This will be done by striking through the original entry on the regular

listing sheet and entering immediately above such stricken entry the correct farm data as listed on the appeals listing sheet. Ozalid copies of the appeals listing sheet will be forwarded to the county office and the original copies will be filed in the statistical section of the State office.

Section 2. Restoration Land

Restoration land listed on NCR-409 is to be checked as follows:

1. Spot check the addition of page totals of columns (46), (47), (49), and (50), and subtract page totals of column (47) from the page total of column (46) to determine that the entries in column (49) are correct.
2. If the county total of column (50) is equal to the amount of restoration land established for the county or within the tolerance established by the State committee write at the head of column (50), "State Committee Approved Restoration Land" and initial.
3. Obtain the difference between columns (6) and (7) by page totals and compare such differences with the respective page total of column (50). If the difference between columns (6) and (7) does not equal the respective page total of column (50), check the entries for the individual farms and correct the error.
4. Check a random sample of the entries in column (12) for farms for which restoration land is established to determine if proper adjustments have been made in the NCR-203 indicated acreages for such farms.

Section 3. Combination Range Area Regular Listing Sheets, Columns (27) to (35), Inclusive

1. Spot check the county totals of columns (27) and (29). Review a sample of the entries in columns (6) or (7), (27), (29), and (50). The entry in column (5) should equal the sum of the totals of columns (6) or (7), (27), (29), and (50).
2. Check the entries in column (33) by dividing the page total of column (29) by the page total of column (32). This result should agree with the page total of column (33) except for an amount which can be accounted for by rounding.
3. Check the factor entered in the head of column (34) by following the applicable instructions set forth in NCR-410, Supplement 1.

4. Spot check the entries in column (34) by multiplying a sample of the page totals of the entries in column (33) by the factor entered in the head of column (34). This result should agree with the respective page totals of column (34).
5. Check the entries in column (35) by dividing a sample of the page totals of column (29) by the corresponding page totals of column (34). This result should agree with the respective page totals of column (35) except for an amount which can be accounted for by rounding.
6. If the entries in column (35) are correct enter "State Committee Approved" in the head of column (35) and the clerk who checked the entries will place his initial in the head of the column.

Section 4. Cotton Acreage Allotments for Regular and New Cotton Farms

The State committee and the statistician will review cotton listing sheets for regular and new cotton farms in accordance with the instructions for checking cotton listing sheets set forth in NCR-State 401, Part II. The review of cotton listing sheets in county offices should be determined to have been complete and accurate. The amount of examination necessary to determine the completeness and accuracy of cotton listing sheets will be determined by the State committee.

The check of cotton listing sheets in the State office will include an appropriate check of the applicable columns on forms NCR-409, Regular Listing Sheets, which are affected by cotton procedure as included in NCR-410C, Part IV.

After the statistician has determined that the data on cotton listing sheets are correct, he shall recommend the approval of cotton acreage allotments and normal yields to the State committee and enter such approved allotments and yields in the appropriate columns on forms NCR-409C.

Section 5. Potato Acreage Allotments and Normal Yields

Potato acreage allotments and normal yields listed on NCR-409P are to be checked as follows:

1. Spot check the addition of columns (8), (9), (10), (11), (17), (18), and (19).
2. Check the factors entered in the heads of columns (11) and (19).
3. Check the application of the factors in the heads of columns (11) and (19) by multiplying the respective factors by the page totals of columns (10) and (17), respectively. This check should be made on a random

sample of pages and the results should agree with the page totals of columns (11) and (19), respectively.

4. If the potato acreage allotments and normal yields are determined to be correct, enter the State committee approved allotments and yields in columns (13) and (20), respectively, on forms NCR-409P.

Section 6. Tobacco Acreage Allotments and Normal Yields for Regular and New Tobacco Farms

The State committee and the statistician will review tobacco listing sheets for regular and new tobacco farms in accordance with the instructions for checking tobacco listing sheets set forth in NCR-State 401, Part II. The review of tobacco listing sheets in county offices should be determined to have been complete and accurate. The amount of examination necessary to determine the completeness and accuracy of tobacco listing sheets will be determined by the State committee.

After the statistician has determined that the data on tobacco listing sheets are correct, he shall recommend the approval of tobacco acreage allotments and normal yields to the State committee and enter such approved allotments and yields in the appropriate columns on forms NCR-409T.

Section 7. Regular Listing Sheets

Total soil depleting acreage allotments, productivity indexes, corn acreage allotments, and normal corn yields listed on NCR-409 will be checked as follows:

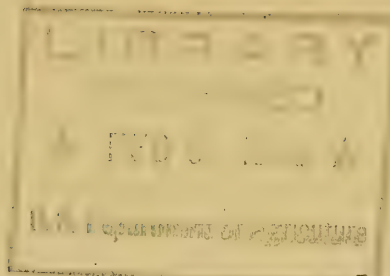
1. Spot check the addition of columns (5), (6), (10), (11), (12), (13), (14), (16), (17), (22), (23), (24), (28), (29), (31), (32), (33), (38), (39), and (40). In counties in which corn areas have been designated, spot check the area subtotals in the applicable columns. Spot check the addition of columns (12) and (31), excluding the encircled entries.
2. Check the accuracy of all area, township, and county factors in columns (11), (14), (17), (24), (29), (31), (33), and (40). In checking these factors the applicable instructions set forth in NCR-410 will be followed.
3. Check the average of the page totals of columns (10) and (12) for a sample number of pages. In determining the page total of column (10), use the corresponding entry in column (11) if the entry in column (10) has been stricken. The page total of column (12), excluding encircled entries, is entered at the bottom of the page in red. If this average does not agree with the page total of column (13) by an amount which can be accounted for by rounding, check the addition of the page total of column (13) and if such total is correct, check the individual entries in column (13) and make the necessary corrections.

4. Check the average of the page totals of columns (28) and (31) for a sample number of pages. In determining the page total of column (28) use the corresponding entry in column (29) if the entry in column (28) has been stricken. The page total of column (31) excluding encircled entries is entered at the bottom of the page in red. If this average does not agree with the page total of column (32) by an amount which can be accounted for by rounding, check the addition of the page total of column (32) and if such total is correct, check the individual entries in column (32) and make the necessary corrections.
5. Check the application of the factor entered in the head of column (14) by multiplying a sample number of page totals of column (13) by the factor. This result should agree with the corresponding page total of column (14).
6. Check the application of the factor entered in the head of column (24) by multiplying a sample number of page totals of column (22) by the factor. This result should agree with the corresponding page total of column (24). If the entries in column (24) are correct, enter the State committee approved productivity indexes in column (25).
7. Check the application of the factor entered in the head of column (33) by multiplying a sample number of page totals of column (32) by the factor. This result should agree with the corresponding page totals of column (33). If the entries in column (33) are correct, enter the State committee approved corn acreage allotment in column (35). If it is necessary to scale the entries in column (33) to derive the entries for column (35) exclude all entries in column (33) for which there are corresponding entries in column (34) in determining the scale factor and carry all entries in column (34) to column (35) without scaling such entries.
8. Check the application of the factor at the head of column (40) by multiplying a sample number of page totals of column (38) by such factor. This result should agree with the page total of column (40). If the entries in column (40) are correct, enter the State committee approved corn yields in column (41).
9. Check the transfer of special crop acreage allotments entered in columns (42), (44), and (46) by determining that the respective county totals of these columns agree with the county totals of the State committee approved allotments on the respective special listing sheets.
10. Check the entries in column (48) by adding the page totals of columns (35), (42), (44), and (46), whichever are applicable.

11. Check the application of the factor in the head of column (17) by multiplying a sample number of page totals of column (16) by such factor. This result should agree with the corresponding page total of column (17).
12. Check the entries in columns (17), (18), and (48), by reviewing a random sample of the data for farms listed on NCR-409 to determine that proper entries have been made in column (18) for farms for which the entry in column (17) is (1) larger than 85 percent of the corresponding entry in column (6) or (7), or in counties having restoration land goals the entry in column (17) is greater than 85 percent of the corrected cropland plus restoration land on the farm or the cropland entry in column (7); (2) the entry in column (17) is less than the corresponding entry in column (48) except as otherwise provided for farms having cotton acreage allotments.
13. If the entries in column (17) are correct, transfer such entries to column (19). If it is necessary to scale the entries in column (17), exclude the entries in column (17) for farms for which there are corresponding entries in column (18) to derive the factor for column (19). The entries in column (18) will be carried to column (19) if correct without being scaled.

Section 8. County Summaries of Listing Sheets

Check the county summaries of all listing sheets to determine that township totals of all columns on summary sheets are correct and that such totals reflect any corrections made on listing sheets which result in different township entries. All weighted average township and county yields and productivity indexes should be entered in appropriate columns and checked. In some cases it may be advisable to make new county summary sheets before such sheets are duplicated.



January 2, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1940 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

Instructions for Checking Listing Sheets and Approving
Acreage Allotments, Productivity Indexes, and Normal
Yields in the State Office

GENERAL INSTRUCTIONS

The 1940 listing sheets and county summaries of listing sheets will be sent to the State office for examination and approval by the State committee as soon as all appeals in the county office have been acted upon by the county committee.

It is anticipated that it will not be necessary to make as detailed an examination of listing sheets in the State office as in previous programs since a thorough check was made of data on listing sheets in county offices under the supervision of a representative of the State committee. The precautions taken to insure a thorough check of listing sheets before data were released to farmers should result in listing sheets being substantially correct when they are received in the State office.

The statistician will examine listing sheets in accordance with the instructions set forth in Sections 1 to 8 of this NCR-State 401, Part III and if the data on listing sheets are found to be accurate, recommend the approval of acreage allotments, productivity indexes, and normal yields by the State committee.

If the examination of listing sheets in the State office shows that there are considerable errors on listing sheets, the statistician will recommend to the State committee that such listing sheets be returned to the county and corrected, or checked in the State office in accordance with the instructions set forth in NCR-State 401, Part II, and corrections made on such listing sheets before they are recommended to the State committee for approval.

Listing sheets are to be checked in the order in which they are received from the county. Each set of listing sheets should be stamped with the date of its receipt in the State office and a letter acknowledging such receipt should be forwarded to the county immediately. This letter should show the number of listing sheets for each commodity which have been received.

After the date of receipt has been stamped on listing sheets, they will be examined for completeness and placed in order so that they will be examined in accordance with their priority. An examination of listing sheets shall be made immediately upon their receipt to determine that all listing sheets for all townships are included in the transmittal. In case there is any doubt that the transmittal of listing sheets is complete, the statistician will direct a letter to the county requesting that the remaining listing sheets be forwarded immediately. An examination will also be made to determine if listing sheets are acceptable for checking in the State office. In cases where this examination shows that there are a substantial number of errors on listing sheets, the statistician may recommend to the State committee that such listing sheets be returned to the county. However, in cases where it is found that there are a few errors such cases should be immediately referred to the county and corrected by correspondence.

The allotments, yields, and productivity indexes for a county may be approved by the State committee even though the sum of the farm allotments or the weighted average of the yields and productivity indexes vary slightly from the limits approved for the county provided the State allotments, check yields, and productivity index are not exceeded.

Any unused acreage allotment reserves which the State committee determines may be released at the time the listing sheets are approved, shall be factored in the State committee approved allotment columns. Any reference made in this procedure to the county allotment as it refers to the State committee approved columns shall mean the county allotment as issued plus any reserve available for release at the time the listing sheets are checked.

In checking the factors on the listing sheets agreement is required to the second decimal place between the factors derived in the State office and the factor used by the county. In making this comparison both factors should be rounded to the second decimal place. The rounding method to be followed is defined in NCR-410.

In the following instructions where the application of any factor is checked by multiplying such factor by the page total of the column factored, the result obtained in the county should not vary from the check result by an amount of not more than 0.05 times the number of farms represented in the page total. If pages totals do not agree with this tolerance, it will be necessary to check the individual items and correct the error. If there are 50 farms on a page the page tolerance will not be more than 2.5.

Wherever in the following check procedure the instructions provide for entering the State committee approved acreage allotments, productivity index, or normal check yields in the State committee approved columns the statistician, if in his opinion it is advisable, may label the column "same as column _____", followed by the initial of the clerk making such entry.

After the listing sheets have been checked and the State committee approved allotments, productivity indexes, and normal yields have been entered in the proper columns, ozalid copies should be made of listing sheets and the county summary sheets. The ozalid copies should be carefully examined to determine that all entries are legible. The ozalid or the original copies will be returned to the county office. The remaining set of listing sheets will then be sent to the Application for Payment Section where they will be filed. Only the originals of the county summary sheets will be retained in the statistical section files. Ozalid copies of all county summaries will be forwarded to the Washington office immediately after completion of such copies. Include with such summaries forwarded to the Washington office a report for the county of (1) the percentage of all farms for which entries are stricken in column (10); (2) the percentage of all farms for which entries in columns (15) and (16) differ from the respective entries in column (14); and (3) the percentage of all farms for which entries are stricken in column (28). These percentages rounded to one decimal place should be entered above the column headings of columns (10), (15), (16), and (28), respectively.

When listing sheets are returned to the county office the county committee should be instructed to renotify all farmers of downward revisions or corrections of acreage allotments. The county committee need not be instructed to renotify farmers if acreage allotments have been increased by not more than two percent. All notifications of changes shall be forwarded to the farmer on NCR-412 in accordance with the instructions set forth in NCR-413.

An individual notification need not be mailed to farmers in counties where a percentage increase or decrease has been made in yields or productivity indexes resulting from a uniform adjustment. However, a notice of such adjustments shall be published in a local newspaper.

Section 1. Check Procedure for Appeals Listing Sheets

The appeals listing sheets will be checked by following the applicable procedure set forth in NCR-410 and its supplements for the data for each farm listed on appeals listing sheets. The factors used on the appeals listing sheets should be the same as the factors used on the regular listing sheets. In checking the appeals listing sheets care should be taken that the data for farms marked "corrected" are reviewed for mechanical errors only.

After the appeals listing sheets have been checked the entries for each farm on such listing sheets which differ from corresponding entries on the regular listing sheets will be entered on regular listing sheets. This will be done by striking through the original entry on the regular

listing sheet and entering immediately above such stricken entry the correct farm data as listed on the appeals listing sheet. Ozalid copies of the appeals listing sheet will be forwarded to the county office and the original copies will be filed in the statistical section of the State office.

Section 2. Restoration Land

Restoration land listed on NCR-409 is to be checked as follows:

1. Spot check the addition of page totals of columns (46), (47), (49), and (50), and subtract page totals of column (47) from the page total of column (46) to determine that the entries in column (49) are correct.
2. If the county total of column (50) is equal to the amount of restoration land established for the county or within the tolerance established by the State committee write at the head of column (50), "State Committee Approved Restoration Land" and initial.
3. Obtain the difference between columns (6) and (7) by page totals and compare such differences with the respective page total of column (50). If the difference between columns (6) and (7) does not equal the respective page total of column (50), check the entries for the individual farms and correct the error.
4. Check a random sample of the entries in column (12) for farms for which restoration land is established to determine if proper adjustments have been made in the NCR-203 indicated acreages for such farms.

Section 3. Combination Range Area Regular Listing Sheets, Columns (27) to (35), Inclusive

1. Spot check the county totals of columns (27) and (29). Review a sample of the entries in columns (6) or (7), (27), (29), and (50). The entry in column (5) should equal the sum of the totals of columns (6) or (7), (27), (29), and (50).
2. Check the entries in column (33) by dividing the page total of column (29) by the page total of column (32). This result should agree with the page total of column (33) except for an amount which can be accounted for by rounding.
3. Check the factor entered in the head of column (34) by following the applicable instructions set forth in NCR-410, Supplement 1.

4. Spot check the entries in column (34) by multiplying a sample of the page totals of the entries in column (33) by the factor entered in the head of column (34). This result should agree with the respective page totals of column (34).
5. Check the entries in column (35) by dividing a sample of the page totals of column (29) by the corresponding page totals of column (34). This result should agree with the respective page totals of column (35) except for an amount which can be accounted for by rounding.
6. If the entries in column (35) are correct enter "State Committee Approved" in the head of column (35) and the clerk who checked the entries will place his initial in the head of the column.

Section 4. Cotton Acreage Allotments for Regular and New Cotton Farms

The State committee and the statistician will review cotton listing sheets for regular and new cotton farms in accordance with the instructions for checking cotton listing sheets set forth in NCR-State 401, Part II. The review of cotton listing sheets in county offices should be determined to have been complete and accurate. The amount of examination necessary to determine the completeness and accuracy of cotton listing sheets will be determined by the State committee.

The check of cotton listing sheets in the State office will include an appropriate check of the applicable columns on forms NCR-409, Regular Listing Sheets, which are affected by cotton procedure as included in NCR-410C, Part IV.

After the statistician has determined that the data on cotton listing sheets are correct, he shall recommend the approval of cotton acreage allotments and normal yields to the State committee and enter such approved allotments and yields in the appropriate columns on forms NCR-409C.

Section 5. Potato Acreage Allotments and Normal Yields

Potato acreage allotments and normal yields listed on NCR-409P are to be checked as follows:

1. Spot check the addition of columns (8), (9), (10), (11), (17), (18), and (19).
2. Check the factors entered in the heads of columns (11) and (19).
3. Check the application of the factors in the heads of columns (11) and (19) by multiplying the respective factors by the page totals of columns (10) and (17), respectively. This check should be made on a random

sample of pages and the results should agree with the page totals of columns (11) and (19), respectively.

4. If the potato acreage allotments and normal yields are determined to be correct, enter the State committee approved allotments and yields in columns (13) and (20), respectively, on forms NCR-409P.

Section 6. Tobacco Acreage Allotments and Normal Yields for Regular and New Tobacco Farms

The State committee and the statistician will review tobacco listing sheets for regular and new tobacco farms in accordance with the instructions for checking tobacco listing sheets set forth in NCR-State 401, Part II. The review of tobacco listing sheets in county offices should be determined to have been complete and accurate. The amount of examination necessary to determine the completeness and accuracy of tobacco listing sheets will be determined by the State committee.

After the statistician has determined that the data on tobacco listing sheets are correct, he shall recommend the approval of tobacco acreage allotments and normal yields to the State committee and enter such approved allotments and yields in the appropriate columns on forms NCR-409T.

Section 7. Regular Listing Sheets

Total soil depleting acreage allotments, productivity indexes, corn acreage allotments, and normal corn yields listed on NCR-409 will be checked as follows:

1. Spot check the addition of columns (5), (6), (10), (11), (12), (13), (14), (16), (17), (22), (23), (24), (28), (29), (31), (32), (33), (38), (39), and (40). In counties in which corn areas have been designated, spot check the area subtotals in the applicable columns. Spot check the addition of columns (12) and (31), excluding the encircled entries.
2. Check the accuracy of all area, township, and county factors in columns (11), (14), (17), (24), (29), (31), (33), and (40). In checking these factors the applicable instructions set forth in NCR-410 will be followed.
3. Check the average of the page totals of columns (10) and (12) for a sample number of pages. In determining the page total of column (10), use the corresponding entry in column (11) if the entry in column (10) has been stricken. The page total of column (12), excluding encircled entries, is entered at the bottom of the page in red. If this average does not agree with the page total of column (13) by an amount which can be accounted for by rounding, check the addition of the page total of column (13) and if such total is correct, check the individual entries in column (13) and make the necessary corrections.

4. Check the average of the page totals of columns (28) and (31) for a sample number of pages. In determining the page total of column (28) use the corresponding entry in column (29) if the entry in column (28) has been stricken. The page total of column (31) excluding encircled entries is entered at the bottom of the page in red. If this average does not agree with the page total of column (32) by an amount which can be accounted for by rounding, check the addition of the page total of column (32) and if such total is correct, check the individual entries in column (32) and make the necessary corrections.
5. Check the application of the factor entered in the head of column (14) by multiplying a sample number of page totals of column (13) by the factor. This result should agree with the corresponding page total of column (14).
6. Check the application of the factor entered in the head of column (24) by multiplying a sample number of page totals of column (22) by the factor. This result should agree with the corresponding page total of column (24). If the entries in column (24) are correct, enter the State committee approved productivity indexes in column (25).
7. Check the application of the factor entered in the head of column (33) by multiplying a sample number of page totals of column (32) by the factor. This result should agree with the corresponding page totals of column (33). If the entries in column (33) are correct, enter the State committee approved corn acreage allotment in column (35). If it is necessary to scale the entries in column (33) to derive the entries for column (35) exclude all entries in column (33) for which there are corresponding entries in column (34) in determining the scale factor and carry all entries in column (34) to column (35) without scaling such entries.
8. Check the application of the factor at the head of column (40) by multiplying a sample number of page totals of column (38) by such factor. This result should agree with the page total of column (40). If the entries in column (40) are correct, enter the State committee approved corn yields in column (41).
9. Check the transfer of special crop acreage allotments entered in columns (42), (44), and (46) by determining that the respective county totals of these columns agree with the county totals of the State committee approved allotments on the respective special listing sheets.
10. Check the entries in column (48) by adding the page totals of columns (35), (42), (44), and (46), whichever are applicable.

11. Check the application of the factor in the head of column (17) by multiplying a sample number of page totals of column (16) by such factor. This result should agree with the corresponding page total of column (17).
12. Check the entries in columns (17), (18), and (48), by reviewing a random sample of the data for farms listed on NCR-409 to determine that proper entries have been made in column (18) for farms for which the entry in column (17) is (1) larger than 85 percent of the corresponding entry in column (6) or (7), or in counties having restoration land goals the entry in column (17) is greater than 85 percent of the corrected cropland plus restoration land on the farm or the cropland entry in column (7); (2) the entry in column (17) is less than the corresponding entry in column (48) except as otherwise provided for farms having cotton acreage allotments.
13. If the entries in column (17) are correct, transfer such entries to column (19). If it is necessary to scale the entries in column (17), exclude the entries in column (17) for farms for which there are corresponding entries in column (18) to derive the factor for column (19). The entries in column (18) will be carried to column (19) if correct without being scaled.

Section 8. County Summaries of Listing Sheets

Check the county summaries of all listing sheets to determine that township totals of all columns on summary sheets are correct and that such totals reflect any corrections made on listing sheets which result in different township entries. All weighted average township and county yields and productivity indexes should be entered in appropriate columns and checked. In some cases it may be advisable to make new county summary sheets before such sheets are duplicated.

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1940 AGRICULTURAL CONSERVATION PROGRAM
BOONE COUNTY, INDIANA

CONTENTS

<u>Section</u>	<u>Page</u>
1. Definitions.....	2
2. General and Total Soil-Depleting.....	5
3. Wheat.....	7
4. Corn.....	10
5. Commercial Vegetables.....	13
6. Soil-Building Goals, Payments, and Practices.....	14
7. Soil-Depleting Crops and Land Uses.....	21
8. Division of Payments and Deductions.....	22
9. Increase in Small Payments.....	23
10. Payments Limited to \$10,000.....	24
11. Deductions Incurred on Other Farms.....	25
12. Deductions for Association Expenses.....	25
13. General Provisions Relating to Payments.....	25
14. Application for Payment.....	27
15. Appeals.....	28
16. State and Regional Bulletins, Instructions and and Forms.....	29

The fundamental purposes of the Agricultural Conservation Program for 1940 are: (1) to conserve and improve the soil resources of the Nation; (2) to stabilize and maintain adequate food supplies for consumers; and (3) to help farmers secure their fair share of the national income.

The program provides for payments to farmers to help them pay at least part of the cost of carrying out these purposes by diverting acreage from soil-depleting crops and by adopting soil-building practices.

The program is authorized by the Soil Conservation and Domestic Allotment Act, as amended. The provisions of the program are subject to such laws affecting the program as Congress may enact and are dependent upon funds appropriated by Congress. The amounts of the payments will be within the limits determined by those funds, by distribution of the funds according to the Act, and the extent of participation in the program. As an adjustment for participation the rates of payment and deduction upon any commodity or other item may be increased or decreased by as much as ten percent, depending upon the extent of participation in the program and the final estimate of payments which would be made in Boone County under the 1940 Agricultural Conservation Program.

- (a) Applicability.--The provisions of the 1940 Boone County program contained in this bulletin, except Section 10, are applicable only to Boone County, Indiana, and do not apply to land owned by the United States and administered under the Taylor Grazing Act or by the Forest Service of the United States Department of Agriculture, or other lands in which the beneficial ownership is in the United States.

For all purposes relating to the 1940 Program, farming operations and practices carried out during the program year, October 1, 1939, to September 30, 1940, will be deemed to have been carried out in 1940, but any acreage of land seeded in the fall of 1940 to a small grain crop will not for that reason be regarded as having been devoted to that crop in 1940.

Section 1. Definitions

(1) NORTH CENTRAL REGION means the area included in the States of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, Ohio, South Dakota, and Wisconsin.

(2) STATE COMMITTEE means the group of persons designated within any State to assist in the administration of the agricultural conservation programs in such State.

(3) COUNTY COMMITTEE means the group of persons elected within any county to assist in the administration of the agricultural conservation programs in such county.

(4) **COMMUNITY COMMITTEE** means the group of persons elected within any township to assist in the administration of the agricultural conservation programs in the township.

(5) **LANDLORD** means a person who owns land and operates it or rents it to another person.

(6) **TENANT** means a person who rents land from another person (for cash, a fixed commodity payment, or a share of the proceeds or the crops) and is entitled under a written or oral lease or agreement to receive all or a share of the crops produced on that land.

(7) **PERSON** means an individual, partnership, association, corporation, estate, or trust, and wherever applicable, a State or political subdivision of a State or any agency thereof.

(8) **FARM** means all adjacent or nearby farm land under the same ownership, whether operated by one person or field-rented in whole or in part to one or more persons, and constituting a unit with respect to the rotation of crops.

If the operator and all the owners entitled to share in the crops request and agree, a farm may include any adjacent or nearby farm land if the county committee determines that:

- (a) The entire area of land is operated by the one person as part of one unit in the rotation of crops and with workstock, farm machinery, and labor substantially separate from that for any other land;
- (b) The yields and productivity of the differently owned tracts do not vary substantially;
- (c) The combination is not being made for the purpose of increasing acreage allotments or primarily for the purpose of effecting performance; and
- (d) The separately owned tracts constitute a farming unit for the operator and will be regarded in the community as constituting one farm in 1940.

A tract of land will not be considered as a farm unless;
(1) it contains at least three acres of farm land; or (2) the gross income normally obtained each year from the production of crops on the land is at least \$100.

A farm is regarded as located in the county in which the principal dwelling is situated, or if there is no dwelling on the farm, it is regarded as located in the county in which the major portion of the farm is located.

(9) CROPLAND means farm land which in 1939 was tilled or was in regular rotation excluding any land in commercial orchards and perennial vegetables.

Land that was not devoted between January 1, 1935, and January 1, 1940, to the production of intertilled crops, small grain crops, or conserving crops seeded in regular rotation, should be considered noncropland, unless such land is suitable for the production of soil-depleting crops without clearing, draining, or irrigating; is definitely equal to or superior to the land in the community used for the production of soil-depleting crops, with respect to productivity and adaptability to the production of such crops if tilled will not become a serious water erosion hazard; and will in the normal course of the crop rotation on the farm be used for the production of soil-depleting crops.

Land that was devoted between January 1, 1935, and January 1, 1940, to the production of crops should be considered noncropland if it is no longer cropped or suitable to the production of soil-depleting crops, by reason of severe erosion, lack of clearing or draining, and is inferior to the land in the farm used for the production of soil-depleting crops, with respect to the productivity and adaptability to the production of such crops.

Land devoted to forest trees on January 1, 1940, will be considered as noncropland unless it has been devoted since January 1, 1935, to the production of intertilled crops, small grain crops, or conserving crops.

(10) NONCROP OPEN PASTURE LAND means pasture land (other than rotation pasture land) on which the predominant growth is forage suitable for grazing and on which the number or grouping of any trees or shrubs is such that the land could not fairly be considered as woodland.

(11) GRAZING CAPACITY OF NONCROP OPEN PASTURE LAND means the number of animal units which such land will sustain on a 12-month basis over a period of years without decreasing the stand of grass or other grazing vegetation and without injury to the forage, tree growth, or watershed.

(12) ANIMAL UNIT means the unit of measurement used to denote grazing capacity. An animal unit as used herein shall be equal to either one cow, one horse, five sheep, five goats, two calves, two colts, or the equivalent.

(13) SPECIAL ALLOTMENT means a corn, wheat, or commercial vegetable allotment.

(14) COMMERCIAL ORCHARDS AND PERENNIAL VEGETABLES means the acreage in planted or cultivated fruit trees, nut trees, vineyards, hops, bush fruits, strawberries, or perennial vegetables on the farm on January 1, 1940, (excluding non-

bearing orchards and vineyards), from which the major portion of the production is normally sold.

Section 2. General and Total Soil-Depleting

(1) GENERAL CROPS means all crops and land uses classified as soil-depleting, except the crops for which a separate payment or deduction is computed for the farm. Corn on a non-corn-allotment farm and wheat on a non-wheat-allotment farm are considered as corn and wheat respectively for the purpose of dividing any net deductions for such crops and are also considered as general crops for the purpose of dividing the net payment or net deduction for general crops.

(2) NON-GENERAL-ALLOTMENT FARM means a farm:

- (a) for which no total soil depleting allotment or a zero allotment is determined, or
- (b) for which a total soil-depleting allotment of 20 acres or less is determined and the persons having an interest in the general soil-depleting crops on the farm elect at the time the Farm Plan for Participation in the 1940 Program, NCR-403, is completed, to have the farm considered as a non-general-allotment farm.

(3) National Goal.--The 1940 national goal for total soil-depleting crops is 270,000,000 to 285,000,000 acres.

(4) National and State Allotments.--The national and State total soil-depleting allotments will be established by the Secretary.

(5) County Allotments.--County allotments of the total soil-depleting crops are determined by distributing the State allotment of total soil-depleting crops among the counties in the State on the basis of the total soil-depleting allotments established for the 1939 program. Due allowance is made for trends in acreage of soil-depleting crops, changes in crop classifications, and the relationship of the special allotments for 1939 to the special allotments for 1940.

(a) Total soil-depleting allotment.--The Boone County total soil-depleting acreage allotment is 117,134 acres, as determined in accordance with the North Central Region procedure for determining county total soil-depleting acreage allotments.

(6) Farm Allotments.--Total soil-depleting allotments will be determined for all farms in the county by the county committee with the assistance of the community committees as provided in NCR-410. The allotments will be determined on the basis of good soil management, tillable acreage on the farm, type of soil, topography,

degree of erosion, and the acreage of all soil-depleting crops, customarily grown on the farm, taking into consideration special allotments determined for the farm. The total soil-depleting allotment for any farm will compare with the allotments determined for other farms in the same community which are similar in these respects. The total soil-depleting allotments for the farms in a county will not exceed the county total soil-depleting allotment.

(7) Total Soil-Depleting Base.--The total soil-depleting base for any farm shall be determined as provided in NCR-410B on the basis of the total soil-depleting acreage on the farm during the years 1936-1939, inclusive.

(8) Total Soil-Depleting Diversion Goal.--The total soil-depleting diversion goal for any farm shall be the amount by which the total soil-depleting base exceeds the total soil-depleting allotment established for the farm.

(9) Productivity Index.--The Boone County productivity index is 118.9 percent.

A productivity index for each farm will be determined on the basis of the normal yield per acre for the farm of the major soil-depleting crop in the county as compared with the normal yield per acre for such crop in the county. Where the yield of the major soil-depleting crop in the county does not accurately reflect the productivity of a farm, the yield of a crop that reflects the productivity of the farm may be used. The productivity index for such farm will be adjusted if necessary to be fair and equitable as compared with the productivity indexes for other farms in the county having similar soils and productive capacity, and as contrasted with other farms in the county having different soils and productive capacity.

The weighted average of the productivity indexes for all farms in the county is not to exceed the county productivity index.

(10) Payment

(a) General Allotment Farms

- (1) \$4.00 per acre, adjusted for productivity, for each acre in the total soil-depleting diversion goal established for the farm in excess of the sum of the special diversion goals established for such farm; plus,
- (2) 50 cents per acre, adjusted for productivity, for each acre in

the total soil-depleting allotment established for the farm in excess of the acreages used in computing payments with respect to the special allotments established for the farm.

(b) Non-General Allotment Farms

- (1) \$1.10 per acre, adjusted for productivity, for each acre in the total soil-depleting allotment established for the farm in excess of the acreages used in computing payments with respect to the special allotments established for the farm.
- (2) The payment for general crops will be made only when earned as a payment for soil-building practices.

(11) Deduction

(a) General Allotment Farms.---For each acre classified as soil-depleting in excess of the total soil-depleting allotment established for the farm, less the sum of the acres by which the special soil-depleting acreages exceed the respective special soil-depleting allotments, the smaller of:

- (1) The amount obtained by dividing the maximum payment computed with respect to general soil-depleting crops by the number of acres by which the total soil-depleting diversion goal exceeds the sum of the special diversion goals; or
- (2) \$8.00 per acre, adjusted for productivity, for the farm.

(b) Non-General Allotment Farm

- (1) \$8.00 per acre, adjusted for productivity, for each acre classified as soil-depleting in excess of the sum of 20 acres and the acreages on which special crop deductions are computed.

Section 3. Wheat

(1) NON-WHEAT ALLOTMENT FARM means a farm:

- (a) for which no wheat allotment or a zero wheat allotment is determined; or

- (b) for which a wheat allotment is determined and the persons having an interest in the wheat planted on the farm elect, at the time the Wheat Plan for Participation in the 1940 Program, NCR-403W, is completed, to have the farm considered as a non-wheat allotment farm.

(2) ACREAGE PLANTED TO WHEAT means:

- (a) The acreage seeded to wheat alone;
- (b) The acreage of volunteer wheat which remains on the land after May 1, 1940;
- (c) Any other acreage seeded to a mixture containing wheat, except:
- (1) Any acreage devoted to a wheat mixture. However, an acreage will not be considered as having been devoted to a wheat mixture if the crops other than wheat fail to reach maturity and the wheat is permitted to reach maturity.

(3) WHEAT MIXTURE means a mixture of wheat and other small grains, excluding vetch, containing when seeded less than 50 percent by weight of wheat or less than 75 percent by weight of wheat when seeded with not less than 25 percent by weight of rye or barley, which are seeded in the same operation and may reasonably be expected to produce a crop containing such proportions of plants other than wheat that the crop could not be harvested as wheat for grain or seed.

(4) National Goal.--The 1940 national goal for wheat is 60 million acres to 65 million acres. The 1940 national wheat allotment is 62 million acres.

(5) State Allotments.--The State wheat allotments for States in the North Central Region are:

<u>State</u>	<u>Acres</u>	<u>State</u>	<u>Acres</u>
Illinois.....	1,938,259	Missouri.....	1,963,713
Indiana.....	1,601,447	Nebraska.....	3,560,400
Iowa.....	456,046	Ohio.....	1,838,127
Michigan.....	739,792	South Dakota.....	3,245,869
Minnesota.....	1,663,684	Wisconsin.....	99,128

(6) County Allotments.--County wheat allotments are determined by distributing the State allotment among the counties in the State pro rata on the basis of the acreage seeded for wheat production, plus the acreage diverted under the agricultural adjustment and conservation programs, in such counties during the 10 years 1929 to 1938, inclusive, with adjustments for abnormal weather conditions and trends in acreage.

- (a) The Boone County wheat allotment is 17,252 acres, as determined in accordance with the North Central Region procedure for determining county wheat allotments.

(7) Farm Allotments.--Wheat allotments will be determined as provided in NCR-410 by the county committee with the assistance of the community committee for farms on which wheat has been planted for harvest in one or more of the years 1937, 1938, and 1939. The allotments are determined on the basis of tillable acreage, crop rotation practices as reflected in the usual acreage of wheat on the farm, type of soil, and topography. Not more than 3 percent of the county wheat allotment is apportioned to farms in the county on which wheat is to be planted for harvest in 1940 but on which wheat was not planted for harvest in any one of the three years 1937, 1938, and 1939, on the basis of tillable acreage, crop rotation practices, type of soil, and topography. The wheat allotment for any farm compares with the allotments determined for other farms in the same community, which are similar in these respects. The wheat allotments for the farms in a county may not exceed their proportionate share of the county wheat allotment.

(8) Wheat Acreage Base.--The wheat base for any farm shall be determined as provided in NCR-410B on the basis of the wheat acreage on the farm during the years 1936-1939, inclusive.

(9) Wheat Diversion Goal.--The wheat diversion goal for any farm shall be the amount by which the wheat base exceeds the wheat allotment established for the farm.

(10) Normal Yields.--The county committee with the assistance of the community committees will determine a normal yield for each farm for which a wheat allotment is determined or a deduction computed.

- (a) Where reliable records of the actual average yield per acre of wheat for the ten years 1929 to 1938 are presented by the farmer or are available to the committee, the normal yield for the farm will be the average of such yields adjusted for trends and abnormal weather conditions.
- (b) If for any year of the ten-year period reliable records of the actual yield are not available or there was no actual yield because wheat was not planted on the farm, the county committee will determine the normal yield for the farm. This will be based upon all available facts, including the yield customarily secured on the farm, weather conditions, type of soil, drainage, production practices, and general fertility of the land. The yields so determined will be adjusted so that the weighted average of the normal yields for all farms in the county will not exceed the county average yield.

(11) Payments.

- (a) 20 cents per bushel of the normal yield per acre in the wheat diversion goal; plus,
- (b) 3 cents per bushel of the normal yield per acre of wheat for the farm for each acre in the wheat allotment. On a non-wheat-allotment farm, no payment will be computed at the wheat rate for the wheat allotment determined for the farm, but payment will be computed on the wheat allotment acreage at the rate for general crops as provided in Section 2.

(12) Deduction.

- (a) Allotment Farms.--For each acre of wheat planted in excess of the wheat allotment, the smaller of:
 - (1) The amount obtained by dividing the maximum payment computed with respect to wheat by the number of acres in the wheat diversion goal; or
 - (2) The amount obtained by multiplying the normal wheat yield for the farm by \$0.50 per bushel.
- (b) Non-Wheat-Allotment Farms.
 - (1) \$0.50 per bushel of the normal yield for the farm for each acre seeded to wheat classified as soil-depleting in excess of the allotment or 10 acres, whichever is larger.

Section 4. Corn

(1) COMMERCIAL CORN AREA means counties which have produced an average of at least 450 bushels of corn per farm and 4 bushels of corn per acre of farm land during the past 10 years. It also includes bordering counties containing townships producing and likely to produce an average of 450 bushels of corn per farm and 4 bushels of corn per acre of farm land.

(2) NON-CORN-ALLOTMENT FARM means a farm in the commercial corn area:

- (a) for which no corn allotment or a zero corn allotment is determined; or
- (b) for which a corn allotment of 10 acres or less is determined and the persons having an interest in the corn planted on the farm elect at the time

the Farm Plan for Participation in the 1940 Program, NCR-403, is completed, to have the farm considered as a non-corn-allotment farm.

(3) ACREAGE PLANTED TO CORN means the acreage of land seeded to field corn, sweet corn, or popcorn, except: (a) Any acreage of sweet corn contracted to be sold for canning or freezing; (b) any acreage of sweet corn sold for canning, roasting ears or freezing; (c) any acreage of sweet corn to be sold or used as seed; (d) any acreage of popcorn sold or to be used as seed; (e) any acreage of sown corn used as a cover crop or green manure crop; and (f) any acreage of sweet corn or popcorn grown in home gardens for use on the farm.

(4) National Goal.--The 1940 national goal for corn is 88,000,000 to 90,000,000 acres.

(5) Commercial Area Allotment.--The 1940 corn allotment for the commercial corn area is 36,638,000 acres.

(6) State Allotments.--The State corn allotments (for commercial corn counties, including the States of Kansas and Kentucky) are:

<u>State</u>	<u>Acres</u>	<u>State</u>	<u>Acres</u>
Illinois.....	6,513,876	Nebraska.....	5,905,316
Indiana.....	3,225,400	Ohio.....	2,396,291
Iowa.....	8,193,223	South Dakota.....	1,393,862
Michigan.....	392,095	Wisconsin.....	667,577
Minnesota.....	3,177,524	Kansas.....	1,573,277
Missouri.....	2,876,339	Kentucky.....	323,220

(7) County Allotments.--County corn allotments are determined for the counties in the commercial corn area. The corn allotment for the commercial corn area in the State is distributed among the counties in the State in the commercial corn area. Distribution is made pro rata on the basis of the acreage planted to corn, plus the acreage diverted from corn under the agricultural adjustment and conservation programs, during the 10 years 1929 to 1938, inclusive, with adjustments for abnormal weather conditions and trends in acreage.

(a) The Boone County corn allotment is 56, 649 acres, as determined in accordance with the North Central Region procedure for determining county corn allotments.

(8) Farm Allotments.--Corn allotments will be determined as provided in NCR-410, for farms in the commercial corn area by the county committee with the assistance of the community committees. The allotments will be determined on the basis of tillable acreage, crop rotation practices, type of soil, and topography. The allotment for any farm will compare with the allotments for other farms in the same community which are similar in these respects. The corn

allotments for the farms in a county will not exceed the county corn allotment.

(9) Corn Base.--The corn base for any farm shall be determined as provided in NCR-410B on the basis of the corn acreage on the farm during the years 1936-1939, inclusive.

(10) Corn Diversion Goal.--The corn diversion goal for any farm shall be the amount by which the corn base exceeds the corn allotment established for the farm.

(11) Normal Yields.--The county committee with the assistance of the community committees will determine a normal yield for each farm for which a corn allotment is determined or a deduction computed.

(a) Where reliable records of the actual average yield per acre of corn for the ten years 1930 to 1939 are presented by the farmer or are available to the committee, the normal yield for the farm will be the average of such yields adjusted for trends and abnormal weather conditions.

(b) If for any year of the ten-year period, reliable records of the actual yield are not available or there was no actual yield because corn was not planted on the farm, the county committee will determine the normal yield for the farm. This will be based upon all available facts, including the yield customarily secured on the farm, weather conditions, type of soil, drainage, production practices, and general fertility of the land. The yields so determined will be adjusted so that the weighted average of the normal yields for all farms in the county will not exceed the county average yield.

(12) Payments

(a) Corn.

(1) 20 cents per bushel for the normal yield per acre of corn for the farm for each acre in the corn diversion goal; plus,

(2) 4 cents per bushel of the normal yield per acre of corn for the farm for each acre in the corn allotment. On a non-corn-allotment farm no payment will be computed at the corn rate for the corn allotment determined for the farm, but payment will be computed on the corn allotment acreage at the rate for general crops as provided in Section 2.

(13) Deduction

(a) Allotment Farms.--For each acre of corn planted in excess of the corn acreage allotment, the smaller of:

- (1) The amount obtained by dividing the maximum payment computed with respect to corn by the number of acres in the corn diversion goal; or
- (2) The amount obtained by multiplying the normal corn yield for the farm by 50 cents per bushel.

(b) Non-Corn-Allotment Farms

- (1) 50 cents per bushel of the normal yield for the farm for each acre planted to corn in excess of 10 acres.

Section 5. Commercial Vegetables

(1) COMMERCIAL VEGETABLE AREA means counties for which the 1936-1937 average acreage of commercial vegetables (other than potatoes, sweet potatoes, and cantaloupes) is 200 acres or more; except any such county for which it is determined that the distribution of commercial vegetables from such county is confined to small local markets, that there is no tendency towards acreage expansion, and that its elimination would not jeopardize the effectiveness of the program.

(2) COMMERCIAL VEGETABLES means the acreage of annual vegetables or truck crops (including potatoes not in the commercial potato area, sweet potatoes, tomatoes, sweet corn, cantaloupes, commercial bulbs and flowers, but excluding watermelons, lima beans when grown as a field crop for harvest as dry beans, peas for canning or freezing and sweet corn for canning) of which the principal part of the production is sold to persons not living on the farm. In any county designated by the State committee, with the approval of the Agricultural Adjustment Administration, as a county in which substantially all tomatoes or cabbage grown are produced for canning, and in which it is administratively practicable to distinguish between such crops for canning and for other purposes, tomatoes or cabbage for canning will not be classified as commercial vegetables.

(3) Farm Allotments.--In counties in the commercial vegetable area, a commercial vegetable allotment will be determined for each farm on which the average acreage of land normally planted to commercial vegetables is one acre or more and for farms adapted to the production of commercial vegetables and operated in 1940 by persons who normally plant one acre or more to commercial vegetables. The commercial vegetable allotment will be the average acreage for 1936 and 1937, or the average of a later period adjusted to the 1936-1937 level, with adjustments for abnormal weather conditions, taking into

consideration the tillable acreage on the farm, type of soil, production facilities, crop rotation practices, and changes in farming practices. The sum of the commercial vegetable allotments for such farms in a county will not exceed the sum of the average annual acreage of land planted to commercial vegetables on such farms in 1936 and 1937 except that adjustments in such acreage may be made by the State committee among commercial vegetable counties in the State on the basis of shifts in commercial vegetable production.

(4) Payment.--\$1.50 for each acre in the commercial vegetable allotment established for the farm.

(5) Deduction.--\$20.00 per acre for each acre of land planted to commercial vegetables in excess of the larger of the commercial vegetable allotment established for the farm or one acre.

Section 6. Soil-building Goals, Payments, And Practices

(1) National Goal.--The national goal is the conservation of the cropland not required in 1940 for the growing of soil-depleting crops, the restoration, insofar as practicable, of a permanent vegetative cover on land unsuited to the continued production of cultivated crops, and the carrying out of soil-building practices that will conserve and improve soil fertility and prevent wind and water erosion.

(2) Farm Goals.--The soil-building goal for a farm will be one unit of soil-building practices for each \$1.50 of the soil-building payments computed for the farm for noncrop open pasture land, the commercial vegetable allotment, commercial orchards and perennial vegetables, and the cropland in excess of the total soil-depleting allotment. If the farm is a non-general-allotment farm, the soil-building goal also includes one unit for each \$1.50 of the payment computed for the farm for general crops. The soil-building goal equals one unit for each \$1.50 computed for the farm under paragraph (3).

Insofar as practicable, the county committee should determine for individual farms practices to be followed in meeting the goal which are not routine practices on the farm but which are needed on the farm in order to conserve and improve soil fertility and prevent erosion.

(3) Payments. The payments determined for soil-building practices will be the sum of the following, but if the sum of the maximum payments for the farm, exclusive of the tree-planting payment under paragraph (4), is less than \$20.00, the amount determined under this paragraph (3) will be increased by the amount of the difference.

- (a) 55 cents per acre of cropland in the farm in excess of the total soil-depleting allotment for the farm.

- (b) \$2.00 per acre of commercial orchards and perennial vegetables on the farm January 1, 1940.
- (c) 20 cents per acre of noncrop open pasture land in the farm.
- (d) 70 cents for each acre in the commercial vegetable allotment for the farm.
- (e) Non-General-Allotment Farms.--\$1.10 per acre, adjusted for the productivity of the farm, for each acre in the total soil-depleting allotment for the farm in excess of the sum of the special crop allotments for which payments are computed for the farm.

(4) Tree-Planting Goal and Payment. In addition to all other payments for the farm, including payments made for planting trees to meet the soil-building goal, a payment of \$30.00 and a tree-planting goal of 20 units will be computed for each farm for planting trees.

(5) Deductions.--\$1.50 for each unit by which the soil-building goal or tree-planting goal is not reached.

(6) Soil-Building Practices.--The soil-building practices in the following schedule will count toward the achievement of the soil-building goal if performed in workmanlike manner and in accordance with good farming practice for the locality.

Practices carried out with labor, seed, trees, and materials furnished by any State or Federal agency other than the Agricultural Adjustment Administration and representing half or more of the total cost, will not count toward achievement of the soil-building goal. If the portion of the labor, seed, trees, or other materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration represents less than half of the total cost of carrying out a practice, one-half of the practice shall count toward achievement of the soil-building goal. Labor, seed, trees, and materials furnished to a State, a political subdivision of a State, or an agency thereof, by an agency of the same State will not be deemed to have been furnished by "any State..... agency." No credit for meeting the soil-building goal will be given for the planting and protection of forest trees planted under a cooperative agreement entered into with the Forest Service in connection with the Prairie States Forestry Project.

Trees purchased from a Clark-McNary Cooperative State Nursery will not be deemed to be paid for in whole or in part by a State or Federal Agency.

The unit credits listed below are the maximum units allowable, and the credit for any practice included may be adjusted downward by the Indiana State committee with the approval of the Administrator.

Schedule of Soil-Building Practices

Application of Materials

(1) Application of the following fertilizers to or in connection with the seeding of perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, or permanent pasture will be counted toward achievement of the soil-building goal. If these fertilizers are applied to any of the above crops seeded or grown in connection with a soil-depleting crop classified as soil-depleting, no part of the material applied will be counted.

(a) 300 pounds of superphosphate containing 16 percent by weight of available phosphoric acid or its equivalent - 1 unit.

(b) 150 pounds of muriate of potash containing 50 percent by weight of water soluble potash or its equivalent - 1 unit.

(c) 500 pounds of basic slag, rock or colloidal phosphate - 1 unit.

(2) Application in commercial orchards or on perennial or commercial vegetable land of 2 tons, air dry weight, of straw or equivalent mulching materials, excluding barnyard, stockyard, and stable manure - 1 unit.

(3) Application of 1,500 lbs. of ground limestone (or its equivalent) - 1 unit.

The ground limestone should not be coarser than that obtained by grinding calcareous or dolomitic limestone so that not less than 90 percent, with all finer particles obtained in the grinding process included, will pass through an 8-mesh sieve. It must contain calcium and magnesium carbonates equivalent to not less than 80 percent of calcium carbonate. The following quantities of other calcareous substances are equivalent to 1 ton of ground limestone: 1,400 pounds of hydrated lime; 2 cubic yards of marl, sugar beet refuse lime, calcium carbide refuse lime, water softening process refuse lime, paper mill refuse lime, or commercial wood ashes; 1/2 ton of commercial burnt lime; 4 cubic yards of calcareous clay; 1 ton of burnt lime waste; 1 ton of agricultural limestone meal; 2,750 pounds of limestone screenings; 2,750 pounds blast furnace slag ground sufficiently so that all particles will pass through a 10-mesh sieve.

(4) Seeding alfalfa - 1 unit per acre.

- (5) Seedings of permanent meadows or pastures of a full seeding of brome grass or a mixture containing not less than half a full seeding of brome grass with alfalfa - 2 units.
- (6) (a) Seeding biennial legumes, perennial legumes, perennial grasses (other than timothy or redtop) or mixtures (other than a mixture consisting solely of timothy and redtop) containing perennial grasses, perennial legumes, or biennial legumes (except any of such seedings qualifying at a higher rate of credit) - 1/2 unit per acre.
- (b) Seeding annual lespedeza, annual rye grass, annual sweet clover or mixtures of such varieties - 1/2 unit per acre.
- (7) Seeding winter legumes - 1 unit per acre.
- (8) Seeding timothy or redtop or a mixture consisting solely of timothy and redtop - 1/4 unit per acre.

In order to count toward the achievement of the soil-building goal, all seedings of red clover and any mixtures containing red clover must be made with adapted red clover seed, and all seedings of alfalfa and any mixtures containing alfalfa must be made with adapted alfalfa seed, the origin of which must be certified. Red clover and alfalfa seed grown in Canada and in the following States will be regarded as adapted: Colorado, Connecticut, Delaware, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Pennsylvania, Rhode Island, South Dakota, Tennessee, Utah, Vermont, Virginia, West Virginia, Wisconsin, and Wyoming.

Red clover and alfalfa seed grown in the following counties of the following States also will be regarded as adapted: The counties of Baker, Crook, Deschutes, Gilliam, Grant, Harney, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, and Wheeler in the State of Oregon; the counties of Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman in the State of Washington. Red clover and alfalfa seed grown in counties in Oregon and Washington other than those enumerated in this paragraph and alfalfa grown in Oklahoma will be regarded as adapted if certification is made by the State Crop Improvement Association of the State where the seed was produced that the seed was produced in the State and was produced from parent seed of Ohio red clover or Tennessee anthracnose-resistant red clover or parent seed of hardy adapted alfalfa and if the certification

tag attached to the seed is filed with the county committee in cases where quantities of 100 pounds or more are purchased.

Pasture Improvement

(9) Reseeding depleted pastures with good seed of adapted pasture grasses or legumes - 10 pounds of seed - 1 unit.

(10) Natural reseeding of fenced noncrop open pasture, normally grazed during the growing season, by nongrazing until after seed matures on an acreage equal to two-thirds of the number of acres of such pasture required to carry one animal unit for a 12-month period - 1 unit.

Green Manure Crops and Go-Down Crops

(11) Green manure crops of annual legumes (including soybeans but excluding lespedeza) or 1939 fall seedings of oats, barley, rye, wheat mixtures, wheat on non-wheat allotment farms, and mixtures of any of these crops. A good growth is obtained and the crop is not pastured or harvested as grain, seed, hay, or forage, or otherwise taken from the land. It is incorporated into the soil by plowing or disking before grain formation or October 1, 1940, whichever is earlier; and where the land is subject to erosion it is followed by a winter cover crop. Credit will not be given for annual legumes in this practice if credit is given for seeding such crops as a practice in 1940 - - 1 unit per acre.

(12) Green manure crops of oats, barley, rye, Sudan grass, millet, annual rye grass, buckwheat, sweet sorghums, wheat mixtures, wheat on non-wheat allotment farms, and mixtures of any of these crops. A good vegetative growth is obtained and the crop is not pastured or harvested as grain, seed, hay, or forage, or otherwise taken from the land. It is incorporated into the soil by plowing or disking before grain formation or October 1, 1940, whichever is earlier; and where the land is subject to erosion, it is followed by a winter cover crop. Credit will not be given for annual rye grass in this practice if credit is given for seeding the crop as a practice in 1940 - - 1/2 unit per acre.

(13) In commercial orchards, green manure crops of biennial legumes and green manure crops or go-down crops of annual legumes (including soybeans but excluding lespedeza as green manure crops and excluding soybeans and lespedeza as go-down crops), oats, barley, rye, Sudan grass, millet, annual rye grass, buckwheat, wheat mixtures, wheat on non-wheat allotment farms and mixtures of any of these crops. If used as a green manure crop, a good vegetative growth is obtained and the crop is not pastured or harvested as grain, seed, hay, or forage, or otherwise taken from the land, and it is incorporated into the soil by plowing or disking before grain formation

or October 1, 1940, whichever is earlier; and where the land is subject to erosion, it is followed by a winter cover crop. If used as a go-down crop, a good vegetative growth which is adequate to protect the soil from wind and water erosion and suitable to provide food and cover for wildlife, must be on the land on September 30, 1940, and such crop must not be pastured or harvested as grain, seed, hay, or forage, or otherwise taken from the land thereafter. Credit will not be given for biennial legumes, annual legumes, or annual rye grass in this practice if credit is given for seeding such crops as a practice in 1940 - - 1 unit per acre.

(14) Go-down crops of annual legumes, (excluding soybeans and lespedeza). A good vegetative growth adequate to protect the soil from wind and water erosion and suitable to provide food and cover for wildlife, must be on the land on September 30, 1940. The crop must not be pastured or harvested as grain, seed, forage, hay, or otherwise taken from the land thereafter. Credit will not be given for annual legumes in this practice if credit is given for seeding such crops as a practice in 1940 - - 1 unit per acre.

(15) Go-down crops of Sudan grass, millet, annual rye grass, buckwheat, sweet sorghums, and mixtures of any of these crops. A good vegetative growth adequate to protect the soil from wind and water erosion and suitable to provide food and cover for wildlife, must be on the land on September 30, 1940, and such crop must not be pastured or harvested as grain, seed, hay, forage, or otherwise taken from the land thereafter. Credit will not be given for annual rye grass in this practice if credit is given for seeding the crop as a practice in 1940. - 1/2 unit per acre.

Erosion Control

(16) Construction of 200 linear feet of standard terrace for which proper outlets are provided - 1 unit.

(17) Growing alternate strips of intertilled crops or fallow with sown, close-drilled, or sod crops, provided: (a) The strips are approximately the same width; (b) the strips are not less than 3 rods nor more than 20 rods in width; (c) the strips run at right angles to the prevailing winds or on the contour; and (d) the crop stubble is left standing until October 1, 1940, or a good stand of winter cover crop is on the land on October 1, 1940 - 1/4 unit per acre.

(18) Contour farming of intertilled crops provided: (a) The deviation of the crop rows from the true contour does not exceed at any point a percentage equal to half of the percentage slope of the land, but in any case the maximum deviation does not exceed 3 percent; (b) no deviation of the rows from the true

contour is to be of a greater continuous distance than 60 feet; (c) no credit is to be allowed on land which has a slope of less than 4 percent, or in localities in which contour farming of intertilled crops is a usual practice; and (d) the crop stubble or a good stand of a winter cover crop is on the land on October 1, 1940.

- 1/8 unit
per acre.

(19) Contour seeding of small grain crops provided: (a) the deviation of the drill rows from the true contour does not exceed, at any point, a percentage equal to one-half of the percentage slope of the land, but in any case the maximum deviation shall not exceed 3 percent; (b) no deviation of the rows from the true contour is to be of a greater continuous distance than 60 feet; and (c) no credit is to be allowed on land which has a slope less than 4 percent

- 1/10 unit
per acre.

Forestry

(20) Planting 650 forest trees per acre (including shrubs beneficial to wildlife or in protective plantings) or 300 trees per acre for wind-break if the trees are protected and cultivated in accordance with good tree culture and wildlife management practice.

- 5 units
per acre.

(21) Maintaining a good stand of at least 300 trees per acre or a mixture of at least 300 forest trees and shrubs, suitable for wildlife and planted between July 1, 1936, and July 1, 1940, by cultivating sufficiently to control other vegetation, protection from fire and livestock, and replanting if necessary

- 2 units
per acre.

(22) Improving a stand of forest trees. This practice may be carried out by cutting weed trees and thinning or pruning other trees, so as to leave at least 100 potential timber trees of desirable species per acre with a minimum diameter of 6 inches, or at least 200 potential timber trees of desirable species per acre with a minimum of 2 inches, well distributed over each acre of woodland provided: (a) The county committee approves the area on which such practice is to be carried out; (b) such area is not grazed and is adequately protected against fire; and (c) approved wildlife management practices are carried out

- 2 units
per acre.

(23) Restoration of fenced farm woodlots normally overgrazed by nongrazing until October 1, 1940.

- 1/10 unit
per acre.

Section 7. Soil-Depleting Crops and Land Uses

The acreage of land, exclusive of the acreage of home gardens for use on the farm, devoted during the 1940 crop year to one or more of the following crops or uses will be classified as soil-depleting. Land on which a volunteer crop is harvested will be classified as though the crop had been planted.

- (1) Corn planted for any purpose (except sown corn used as a cover crop or green manure crop.)
- (2) Grain sorghums planted for any purpose.
- (3) Mangels or cowbeets planted for any purpose.
- (4) Potatoes planted for any purpose.
- (5) Annual truck and vegetable crops planted for any purpose.
- (6) Commercial bulbs and flowers, commercial mustard, cultivated sunflowers, artichokes, mint, or hemp harvested for any purpose.
- (7) Field beans and field peas (other than cow peas) planted for any purpose.
- (8) English peas (garden peas) planted for any purpose.
- (9) Soybeans harvested for seed or when seed matures.
- (10) Flax planted for any purpose except when used as a nurse crop for biennial or perennial legumes or perennial grasses which are seeded in a workmanlike manner.
Mixtures of flax with wheat or other crops will be classified as soil-depleting in all cases in which the crops other than flax would have been classified as soil-depleting if grown alone.
- (11) Wheat planted (acreage planted to wheat) on a wheat allotment farm.
- (12) Wheat matured as grain on a non-wheat allotment farm. Wheat harvested for hay on a non-wheat allotment farm, except (1) when grown in a mixture containing at least 25 percent by weight of winter legumes, or (2) when cut green for hay and used as a nurse crop for legumes or perennial grasses which are seeded in a workmanlike manner.

- (13) Oats, barley, rye, emmer, speltz, mixtures of these crops, or wheat mixtures matured as grain, except when credit is earned by the use of such crop for soil-building practices (11), (12) or (13), Section 6. Oats, barley, rye, emmer, speltz, mixtures of these crops, or wheat mixtures harvested for hay except (1) when grown in mixtures containing at least 25 percent by weight of winter legumes, or (2) when cut green for hay and used as a nurse crop for legumes or perennial grasses which are seeded in a workmanlike manner.
- (14) Buckwheat, Sudan grass, or millet harvested for grain or seed.
- (15) Sweet sorghums, when harvested for any purpose.
- (16) Idle cropland on which weeds are not controlled sufficiently to prevent the growth of weeds from lowering the land's productivity or increasing weed growth on adjacent land.

The acreage of land which is devoted simultaneously in 1940 to two or more of the soil-depleting crops specified in this Section planted in alternate rows or hills will be divided among the crops on the basis of that fractional part of the land devoted to each.

In order for a portion of a field not to be classified as soil-depleting, the portion must be in a solid block contiguous to the side or end of the field and the line between such portion and the remaining portion of the field must be straight, except that such line may be on the contour on fields that are contour farmed. However, if a soil-depleting crop and a nondepleting crop are grown on an acreage in alternate rows or separate rows, spaced not less than the same distance apart as the rows of the soil-depleting crop are ordinarily spaced, the acreage will be divided between the crops on the basis of the fractional part of the land devoted to each.

Section 8. Division of Payments and Deductions

a. Payments and deductions in connection with general soil-depleting crops and crops for which special allotments are established. The net payment or net deduction computed for any farm in connection with general crops or any crop for which a special allotment is determined will be divided among the landlords and tenants in the proportion that they are entitled, as of the time of harvest, to share in such crops on the farm in 1940. Any person who received a portion of a crop as a fixed commodity payment will not be regarded for that reason as receiving a share of the crop.

If any crop for which payment is computed is not grown on the farm in 1940, or the acreage of the crop is substantially reduced by flood, hail, drought, or insects, the net payment or net deduction for the crop will be divided among the landlords and tenants as the county committee determines that such persons would have been en-

titled to share in the crop if the entire allotment had been planted and harvested in 1940.

In cases where two or more separately owned tracts of land comprise a farm, and percentage shares are shown in Section II of the Combination Farm Share Agreement, Form ACP-95, and the form is signed by all persons who are entitled to receive a share of the crops, the share of each person in the net payment or net deduction for the crops will be that indicated on Form ACP-95.

b. Payments for soil-building practices. The net payment earned by carrying out soil-building practices will be made to the landlord or tenant who carried out the practices. If the county committee determines that more than one person carried out practices on the farm, the payment will be divided in the proportion that the units of practices carried out by each person bears to the total units of practices carried out on the farm. All persons who contributed to a practice carried out on a particular acreage will be deemed to have contributed equally to the units for the practice unless they satisfy the county committee that their contributions were not equal. In that event the units for the practice will be divided in the proportion that the county committee determines the persons contributed.

c. Proration of net deductions. If for any farm the sum of the net payments for all persons exceeds the sum of the net deductions for all persons, the sum of the net deductions will be prorated among the persons for whom a net payment is computed, on the basis of such computed net payments. If for any farm the sum of the net deductions for all persons equals or exceeds the sum of the net payments for all persons, no payment will be made and the amount of the net deductions in excess of the net payments will be prorated among the persons for whom a net deduction is computed, on the basis of such computed net deductions.

Section 9. Increase in Small Payments

The total payment computed for any person for any farm will be increased as follows:

- (a) Any payment amounting to 71 cents or less will be increased to \$1.00;
- (b) Any payment amounting to more than 71 cents but less than \$1.00 will be increased by 40 percent;

(c) Any payment amounting to \$1.00 or more will be increased in accordance with the following schedule:

Amount of Pay- ment Computed	: Increase in : : Payment :	Amount of Payment : Computed :	Increase in Payment
\$1 to \$1.99	\$0.40	\$32 to \$32.99	\$10.40
\$2 to \$2.99	.80	\$33 to \$33.99	10.60
\$3 to \$3.99	1.20	\$34 to \$34.99	10.80
\$4 to \$4.99	1.60	\$35 to \$35.99	11.00
\$5 to \$5.99	2.00	\$36 to \$36.99	11.20
\$6 to \$6.99	2.40	\$37 to \$37.99	11.40
\$7 to \$7.99	2.80	\$38 to \$38.99	11.60
\$8 to \$8.99	3.20	\$39 to \$39.99	11.80
\$9 to \$9.99	3.60	\$40 to \$40.99	12.00
\$10 to \$10.99	4.00	\$41 to \$41.99	12.10
\$11 to \$11.99	4.40	\$42 to \$42.99	12.20
\$12 to \$12.99	4.80	\$43 to \$43.99	12.30
\$13 to \$13.99	5.20	\$44 to \$44.99	12.40
\$14 to \$14.99	5.60	\$45 to \$45.99	12.50
\$15 to \$15.99	6.00	\$46 to \$46.99	12.60
\$16 to \$16.99	6.40	\$47 to \$47.99	12.70
\$17 to \$17.99	6.80	\$48 to \$48.99	12.80
\$18 to \$18.99	7.20	\$49 to \$49.99	12.90
\$19 to \$19.99	7.60	\$50 to \$50.99	13.00
\$20 to \$20.99	8.00	\$51 to \$51.99	13.10
\$21 to \$21.99	8.20	\$52 to \$52.99	13.20
\$22 to \$22.99	8.40	\$53 to \$53.99	13.30
\$23 to \$23.99	8.60	\$54 to \$54.99	13.40
\$24 to \$24.99	8.80	\$55 to \$55.99	13.50
\$25 to \$25.99	9.00	\$56 to \$56.99	13.60
\$26 to \$26.99	9.20	\$57 to \$57.99	13.70
\$27 to \$27.99	9.40	\$58 to \$58.99	13.80
\$28 to \$28.99	9.60	\$59 to \$59.99	13.90
\$29 to \$29.99	9.80	\$60 to \$185.99	14.00
\$30 to \$30.99	10.00	\$186 to \$199.99	(1)
\$31 to \$31.99	10.20	\$200 and over	(2)

(1) Increase to \$200.

(2) No Increase.

Section 10. Payments Limited to \$10,000

The total of all payments for the 1940 programs under section 8 of the Soil Conservation and Domestic Allotment Act to any individual, partnership, or estate upon farms and ranching units located within the State of Indiana will not exceed \$10,000. The total of all such payments to any person other than an individual, partnership, or estate upon farms, ranching units, and turpentine places in the United States (including Alaska, Hawaii, and Puerto Rico) will not exceed \$10,000. These limitations will be applied prior to the deduction for association expense in the county or counties for which the particular payment is made.

All or any part of any payment which has been or otherwise would be made to any person under the 1940 program may be withheld or required to be returned if he has adopted or participated in adopting any scheme or device, including the dissolution, reorganization, revival, formation, or use of any corporation, partnership, estate, or trust, which was designed to evade, or would have the effect of evading, the provisions of this section.

Section 11. Deductions Incurred on Other Farms

a. Other farms in Boone County. A landlord's or tenant's share of the net deduction for the farm will be deducted from his share of any payment which would otherwise be made to him on any other farms in the same county.

b. Other farms in the State. If the net deductions computed for a landlord or tenant for any farms in a county exceed the net payments computed for him on other farms in the county, the amount of such excess deductions will be deducted from the payment computed for him for other farms in the State if the State committee finds that the crops grown and the practices adopted on the farms for which the deductions are computed substantially offset the contribution to the program made on such other farms.

Section 12. Deduction For Association Expenses

There will be deducted pro rata from the payments for any farm all or part of the estimated administrative expenses incurred or to be incurred by the Boone county agricultural conservation association.

Section 13. General Provisions Relating to Payments

a. Payment restricted to effectuation of purposes of the program.

(1) All or any part of any payment which otherwise would be made to any person under the 1940 program may be withheld or required to be returned: (a) If he has adopted any practice which the Secretary determines tends to defeat any of the purposes of the 1940 or previous agricultural conservation programs; (b) if, by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, he has offset, or has participated in offsetting, in whole or in part, the performance for which such payment is otherwise authorized; or (c) if for forest land or woodland owned or controlled by him, he has adopted any practice which is found contrary to sound conservation practices.

(2) No payments other than payments for soil-building practices will be computed for any farm which is not being operated in 1940. Instructions for determining whether a farm is being operated in 1940 will be issued by the State committee with the approval of the Agricultural Adjustment Administration. As a minimum requirement the instructions will provide that a farm

will not be considered as operated in 1940 unless:

(a) An acreage of land equal to at least one-half of the acreage in the soil-depleting allotments for the farm is devoted to one or more of the following uses:

- (1) Seeded to a crop for harvest in 1940.
- (2) A crop (other than wild hay) is harvested in 1940.
- (3) Summer fallowed in 1940.
- (4) Devoted in 1940 to seeded legumes or grasses (legumes or grasses seeded in a workmanlike manner in 1940, other than those seeded in the fall of 1940, will be counted).
- (5) Seeded to small grains to be pastured in 1940 (other than small grains seeded in the fall of 1940).

(b) The State committee finds that normal cropping operations were prevented by conditions beyond the control of the operator, or

(c) Upon recommendation of the State committee, the regional director finds that the farm is actually being operated in 1940.

b. Payment computed and made without regard to claims.--
Any payment or share of payment will be computed and made without regard to questions of title under State law, without deduction of claims for advances (except assignments approved on ACP-69 and indebtedness to the United States, subject to set-off) and without regard to any claim or lien against any crop, or proceeds thereof, in favor of the owner or any other creditor.

c. Changes in leasing and cropping agreements, reduction in number of tenants, and other devices. If on any farm in 1940 any change of the arrangements which existed on the farm in 1939 is made between the landlord or operator and the tenants and the change would cause a greater proportion of the payments to be made to the landlord or operator under the 1940 program than would have been made to the landlord or operator for performance on the farm under the 1939 program, payments to the landlord or operator under the 1940 program for the farm will not be greater than the amount that would have been paid to the landlord or operator if the arrangements which existed on the farm in 1939 had been continued in 1940, if the county committee certifies that the change is not justified and disapproves it.

If on any farm the number of share tenants in 1940 is less than the average number on the farm during the three years 1937 to 1939, inclusive, and this reduction would increase the payments that otherwise would be made to the landlord or operator, the payments to the landlord or operator will not be greater than the amount that otherwise

would be made if the county committee certifies that the reduction is not justified and disapproves it.

If the State committee finds that any person who files an application for payment under the 1940 program has employed any other scheme or device (including coercion, fraud, or misrepresentation), the effect of which would be or has been to deprive any other person of any payment under any agricultural conservation program to which the person normally would be entitled, any payment which would otherwise be made to him under the 1940 program may be withheld by the Secretary in whole or in part from the person participating in or employing the scheme or device, or the person may be required by the Secretary to refund any payment in whole or in part.

d. Assignments. Any person who may be entitled to any payment in connection with the 1940 program may assign the payment as security for cash loaned or advances made for the purpose of financing the making of a crop in 1940. No assignment will be recognized unless the assignment is made in writing on ACP-69 in accordance with instructions in ACP-70 and unless it is entitled to priority.

e. Excess cotton acreage. Any person who knowingly plants cotton on his farm in 1940 in excess of the cotton allotment established for the farm will not be eligible for any payment under the provisions of the 1940 program. This provision is applicable regardless of the location of the farm on which cotton is planted. Any person having an interest in the cotton crop on a farm on which cotton is planted in 1940 in excess of the cotton allotment for the farm will be presumed to have knowingly planted cotton on his farm in excess of the cotton allotment if notice of the allotment is mailed to him prior to the completion of the planting of cotton on the farm, unless he established the fact that the excess acreage planted to cotton was due to his lack of knowledge of the number of acres in the tract(s) planted to cotton. The notice, if mailed to the operator of the farm will be deemed to be notice to all persons sharing in the production of cotton on the farm in 1940.

Section 14. Application for Payment

a. Farms for which payment will be made. A net payment will be computed for any person for a farm only if a Farm Plan for Participation in the 1940 Agricultural Conservation Program, NCR-403 is executed for the farm and received by the county committee on or before May 1, 1940.

If for any farm NCR-403 is not executed and received by this date, no payment will be made to any person for the farm. However, if for such farm the sum of the net deductions for all persons exceeds the sum of the net payments for all persons, the amount of the net deductions in excess of the net payments will be prorated among the persons for whom a net deduction is computed, on the basis of such computed net deductions. Such prorated deductions

will be deducted from any net payment computed for such persons for any farm.

b. Persons eligible to file applications. An application for payment for a farm may be made by any person for whom, under the provisions of Section 12, a share in the payment on the farm may be computed, and (1) who at the time of harvest is entitled to share in the crops grown on the farm under a lease or operating agreement, or (2) who is owner or operator of such farm and participates thereon in 1940 in carrying out approved soil-building practices.

c. Time and manner of filing application and information required. Payment will be made only upon application submitted through the county office on or before March 31, 1941. The right is reserved by the Secretary (1) to withhold payment from any person who fails to file any form or furnish any information required for any farm which such person is operating or renting to another person for a share of the crops grown thereon, and (2) to refuse to accept any application for payment if any form or information required is not submitted to the county office within a fixed time. At least 2 weeks' notice to the public will be given of the expiration of a time limit for filing prescribed forms. Such notice will be given by mailing it to the office of each county committee and making copies available to the press.

d. Application for other farms. If a person has the right to receive all or a portion of the crops produced on more than one farm in a county and makes application for payment on one of such farms, he must make application for payment on all such farms. Upon request by the State committee any person will file with the committee any information it may request regarding any other farm in the State on which he has the right to receive all or a portion of the crops, or which he rents to another for cash.

Section 15. Appeals

Any person may, within 15 days after notice is forwarded to or available to him, request the county committee in writing to reconsider its recommendation or determination on any of the following matters affecting any farm in which he has an interest as landlord or tenant: (a) Eligibility to file an application for payment; (b) any soil-depleting acreage allotment, normal or actual yield, measurement, or soil-building goal; (c) the division of payment; or (d) any other matter affecting the right to or the amount of his payment for the farm. The county committee will notify such person of its decision in writing within 15 days after receipt of the written request for reconsideration. If such person is dissatisfied with the decision of the county committee he may, within 15 days after such decision is forwarded to or made available to him, appeal in writing to the State committee. The State committee will notify such person of its decision in writing within 30 days after the receipt of the appeal. If such person is dissatisfied with the decision of the State committee, he may, within

15 days after such decision is forwarded to or made available to him, request the Director of the North Central Division to review the decision of the State committee.

Written notice of any decision rendered under this section by the county or State committee will also be issued to each person known to it who, as landlord or tenant, having an interest in the operation of the farm, may be adversely affected by such decision. Only a person who shows that he is adversely affected by the outcome of any request for reconsideration or appeal may appeal the matter further, but any person who, as landlord or tenant, having an interest in the operation of the farm, would be affected by the decision to be made on any reconsideration by the county committee or subsequent appeal will be given a full and fair hearing if he appears when the hearing thereon is held.

Section 16. State and Regional Bulletins, Instructions
and Forms.

The Agricultural Adjustment Administration is hereby authorized to make such determinations and to prepare and issue such bulletins, instructions, and forms, as may be required pursuant to the provisions hereof in administering the 1940 Boone County program.

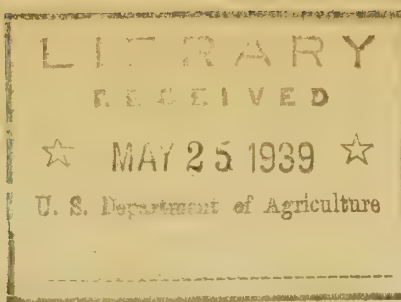
[SEAL]

DONE at Washington, D.C., this
5th day of January, 1940.
Witness my hand and seal of the
Department of Agriculture.

J + a Wallace

Secretary of Agriculture.

1.42
1175



NCR-State 401 W

May 8, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1940 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

Instructions for County Committees, State Committees,
and Their Representatives Relative to County Office
Work on the 1940 Wheat Listing Sheets.

PART I - GENERAL

The members of the State Committee, all fieldmen, and statisticians should be thoroughly familiar with the instructions for establishing 1940 wheat acreage allotments, as set forth in NCR-410W.

If the State Committee is not fully satisfied that everyone who instructs county committees is entirely familiar with the listing sheet procedure, and able to give uniform instructions with respect thereto, a conference should be called to clear up any questions that may arise with respect to the listing sheet procedure. Uniformity of interpretation of the procedure by State committeemen, fieldmen, and statisticians may best be obtained by a round table discussion of such questions. If the questions cannot be answered by reference to the instructions, they should be submitted to the North Central Division, in order that uniform procedure may be followed in all States.

It is contemplated that this checking procedure will be used from time to time after the work on the wheat listing sheets is under way in the county offices. The similarity of the 1940 procedure for determination of wheat acreage allotments to that used for 1939 should eliminate many of the difficulties encountered in executing an unfamiliar procedure. The personnel in the county offices shall be instructed as to the steps involved in the following procedure in order that they may prepare summaries and apply the necessary checks to their own work as they progress in the execution of the instructions contained in NCR-410W.

PART II - COUNTY INSTRUCTIONS

At the district or county schools of instruction on the wheat listing sheet procedure, county committees and chief office clerks should become acquainted with the following general procedure:

1. All county work on the wheat listing sheets should be completed not later than June 10, 1939, in order that producers may receive their acreage allotment notifications before June 15, 1939. It is contemplated that the 1940 county wheat acreage allotments will be available prior to June 15. However, the instructions for columns (1) to (15), inclusive, shall be executed and approved in the county office; and, in the event that county wheat acreage allotments are not released until a later date, the execution of column (16) may be completed and the producers may be notified of their allotments immediately thereafter without further inspection of the listing sheets by a representative of the State office.
2. The clerical assistants shall apply a mechanical check to all of the steps performed in connection with NCR-409W, "Supplemental Listing Sheets-Parts of Farms," and obtain the approval of a representative of the State committee as to the application of the procedure followed in executing such forms before proceeding to list these farms on the regular listing sheets.
3. After completion of the listing sheets the county committee shall determine that the instructions set forth in NCR-410W have been properly followed.
4. County summaries shall be prepared on listing sheets NCR-409W, labeled "County Summary of Regular Wheat Farms," and "County Summary of New Wheat Farms," upon which entries will be made for each minor civil division and totaled for the county. Initial preparation of these summaries shall be made immediately after completion of columns (1) to (10), inclusive, of NCR-409W.

SEC. 1 - REGULAR WHEAT FARMS

A. Checking Procedure for the Listing Sheets.

Columns 1-5, inclusive. - Make no checks for these columns at this time.

Column 6. - Two persons shall check the entries in this column. A person other than the one doing the original work shall read the entries from form NCR-309 to the person performing the check.

Column 7. - Make no check for this column at this time.

Columns 8, 9, and 10. - Compare the respective minor civil division totals of these columns, including encircled entries in each case, with the total history shown for each of the years 1936, 1937, and 1938 on the 1939 listing sheets. The totals of the 1936 acreage may not agree in all cases, but the respective totals for 1937 and 1938 should check.

Column 11. - Check the minor civil division factors and the use of such factors in obtaining the entries in this column by reapplying the instructions set forth in NCR-410W.

Column 12. - The clerical assistants shall determine that the average of the nonencircled entries has been entered in this column. In checking those farms for which the entries in columns (8), (9), and (10) have all been eliminated, the clerical assistant shall determine that the entries in column (12) are within the applicable limits set forth in NCR-410W.

Column 13. - Each minor civil division total of this column must equal the result obtained by multiplying the respective total of column 12 by three.

Column 14. - (a) Check the factor entered in the box heading of column (14) by reapplying the instructions set forth in NCR-410W for the determination of such factor.

(b) The individual computations in the column shall be checked by comparing each minor civil division total of column (14) with the result obtained by multiplying the respective total of column (6) by the factor in the box heading of column (14).

Column 15. - Check the computation of the entries in column (15).

Column 16. - (a) Check the factor entered in the box heading of column (16) by dividing the 1940 county wheat acreage allotment for "Regular Wheat" farms by the county total of column (15).

(b) Check the individual computation in column (16) by comparing each minor civil division total of column (16) with the result obtained by applying the factor in the column heading to the respective minor civil division total of column (15). The county total of column (16) must not exceed the county wheat acreage allotment for regular wheat farms.

Column 17. -- This column will not be used at this time.

B. Preparation of "Regular Wheat" Farm Summary.

Column 1. - Enter the number of farms.

Column 2. - This column will not be used at this time.

Column 3. - Enter the minor civil division names.

Column 4. - This column will not be used at this time.

Column 5. - Enter the total acres of cropland for each of the minor civil divisions.

Column 6. - Enter the total of the NCR-203 indicated total soil-depleting acreage for each of the minor civil divisions.

Column 7. - Enter the total acreage of wheat planted for harvest in 1939 for each of the minor civil divisions.

Columns 8, 9, and 10. - Enter the respective totals of these columns, including encircled entries, for each of the minor civil divisions.

Column 11. - Enter the factors used for each of the minor civil divisions.

Column 12. - Enter the total usual acres for each of the minor civil divisions.

Column 13. - Enter the total of the column (13) of the listing sheets for each of the minor civil divisions.

Column 14. - Enter the total NCR-203 indicated wheat acreage for each of the minor civil divisions.

Column 15. - Enter the total of column (15) of the listing sheets for each of the minor civil divisions.

Column 16. - Enter the total of column (16) of the listing sheets for each of the minor civil divisions.

Column 17. - This column will not be used at this time.

SECTION II - NEW WHEAT FARMS

A. Checking Procedure for the Listing Sheets.

Columns 1 to 6, inclusive.--Two persons shall check the entries in these columns. A person other than the one doing the original work shall read the entries from the sources of information in performing the check.

Column 11. - (a) Determine that the factors used in this column for each of the minor civil divisions are the same ones used on the "Regular Wheat" farm listing sheet.

(b) Check the individual computations in the column by reapplying the instructions set forth in NCR-410W for the determination of such entries.

Column 12.-- This column will not be used at this time.

Column 13.-- Two persons shall check the entries in this column. A person other than the one doing the original work shall read the entries from the sources of information in performing the check.

Column 14. - (a) Determine that the factors used in this column for each of the minor civil divisions are the same ones used on the "Regular Wheat" farm listing sheet.

(b) Check the individual computations in the column by comparing each minor civil division total of column (14) with the result obtained by multiplying the respective total of column (6) by the factor entered in the heading of column (14).

Column 15. - Check the entries in this column to determine that no "Appraised Allotment" is in excess of the respective entry in column (11).

Column 16. (a) Check the factor entered in the box heading of column (16) by dividing the 1940 county wheat acreage allotment for "New Wheat" farms by the county total of column (15).

(b) Check the individual computations in the column by comparing each minor civil division total of column (16) with the result obtained by applying the factor entered in the column heading to the respective minor civil division total of column (15). The county total of column (16) must not exceed the county wheat acreage allotment for new wheat farms.

Column 17. - Determine that the proper entries have been made in column (17) for those cases in which the entry in column (16) is larger than the requested allotment.

B. Preparation of "New Wheat" Farm Summary, NCR-409W.

Columns 1 to 6, inclusive. - The instructions for these columns of the "Regular Wheat" farm summary will be applicable at this time.

Columns 7 to 10, inclusive. - These columns will not be used at this time.

Column 11. - Enter the factors used in column (11) for each of the minor civil divisions.

Column 12. - This column will not be used at this time.

Column 13. - Enter the total of column (13) for each of the minor civil divisions.

Column 14. - Enter the total NCR-203 indicated wheat acreage for each of the minor civil divisions.

Column 15. - Enter the total of column (15) for each of the minor civil divisions.

Column 16. - Enter the total of column (16) for each of the minor civil divisions.

Column 17. - This column will not be used at this time.

PART III - CHECK AND APPROVAL OF LISTING SHEETS

SECTION I - CHECK BY REPRESENTATIVE OF
STATE COMMITTEE

It shall be the responsibility of a representative of the State committee to determine that:

(a) The basic data for the farms on the "Parts of Farms" listing sheet have been properly split;

(b) That all basic information was properly transferred from the correct source;

- (c) Equity between minor civil divisions was maintained in the establishment of usual wheat acreage for the individual farms; and,
- (d) The checking procedure as set forth in Part II has been carefully applied.

SECTION II - RELEASE OF ALLOTMENT
NOTIFICATIONS

The representative of the State committee will instruct the county committee as to the release of the notifications of allotments to the farmers. After he examines the listing sheets in accordance with the instructions set forth in Section I he shall initial the two forms "County Summary of Regular Wheat Farm Listing Sheets" and "County Summary of New Wheat Farm Listing Sheets".

